

Council AGENDA

Monday 23rd July 2018 at 7:15pm

**Council Chamber, Braintree District Council, Causeway House, Bocking
End, Braintree, CM7 9HB**

THIS MEETING IS OPEN TO THE PUBLIC
(Please note this meeting will be webcast and audio recorded)

www.braintree.gov.uk

Members of the Council are requested to attend this meeting to transact the business set out in the Agenda.

Membership:-

Councillor J Abbott	Councillor T Everard	Councillor Mrs J Pell
Councillor Mrs J Allen	Councillor Mrs D Garrod	Councillor R Ramage
Councillor M Banthorpe	Councillor J Goodman	Councillor F Ricci
Councillor P Barlow	Councillor A Hensman	Councillor B Rose
Councillor J Baugh	Councillor P Horner	Councillor Miss V Santomauro
Councillor Mrs J Beavis	Councillor D Hume	Councillor Mrs W Scattergood
Councillor D Bebb	Councillor H Johnson	Councillor Mrs W Schmitt
Councillor K Bowers	Councillor Mrs A Kilmartin	Councillor P Schwier
Councillor Mrs L Bowers-Flint	Councillor S Kirby	Councillor C Siddall
Councillor G Butland	Councillor G Maclure	Councillor Mrs G Spray
Councillor S Canning	Councillor D Mann	Councillor P Tattersley
Councillor J Coleridge	Councillor J McKee	Councillor Miss M Thorogood
Councillor J Cunningham	Councillor R Mitchell	Councillor R van Dulken
Councillor Mrs M Cunningham	Councillor Mrs J Money	Councillor Mrs L Walters
Councillor T Cunningham	Councillor Lady Newton	Councillor Mrs S Wilson
Councillor M Dunn	Councillor J O'Reilly-Cicconi	
Councillor J Elliott	Councillor Mrs I Parker	

Members unable to attend the meeting are requested to forward their apologies for absence to the Governance and Members Team on 01376 552525 or email governance@braintree.gov.uk by 3pm on the day of the meeting.

A WRIGHT
Chief Executive

INFORMATION FOR MEMBERS - DECLARATIONS OF INTERESTS

Declarations of Disclosable Pecuniary Interest, Other Pecuniary Interest or Non-Pecuniary Interest

Any member with a Disclosable Pecuniary Interest, other Pecuniary Interest or Non-Pecuniary Interest must declare the nature of their interest in accordance with the Code of Conduct. Members must not participate in any discussion of the matter in which they have declared a Disclosable Pecuniary Interest or other Pecuniary Interest or participate in any vote, or further vote, taken on the matter at the meeting. In addition, the Member must withdraw from the chamber where the meeting considering the business is being held unless the Member has received a dispensation from the Monitoring Officer.

Question Time

The Agenda allows for a period of up to 30 minutes when members of the public can speak. Members of the public wishing to speak are requested to register by contacting the Governance and Members Team on 01376 552525 or email governance@braintree.gov.uk no later than 2 clear working days before the day of the meeting. The Council reserves the right to decline any requests to register to speak if they are received after this time. Members of the public can remain to observe the public session of the meeting.

Please note that there is public Wi-Fi in the Council Chamber, users are required to register in order to access this. There is limited availability of printed agendas.

Health and Safety

Any persons attending meetings in the Council offices are requested to take a few moments to familiarise themselves with the nearest available fire exit, indicated by the fire evacuation signs. In the event of an alarm you must evacuate the building immediately and follow all instructions provided by officers. You will be assisted to the nearest designated assembly point until it is safe to return to the building.

Mobile Phones

Please ensure that your mobile phone is switched to silent during the meeting in order to prevent disturbances.

Webcast and Audio Recording

Please note that this meeting will be webcast and audio recorded. You can view webcasts for up to 6 months using this link: <http://braintree.public-i.tv/core/portal/home>

Documents

Agendas, reports and minutes for all the Council's public meetings can be accessed via www.braintree.gov.uk

We welcome comments from members of the public to make our services as efficient and effective as possible. If you have any suggestions regarding the meeting you have attended, you can send these via governance@braintree.gov.uk

PUBLIC SESSION	Page
1 Apologies for Absence	
2 To receive any announcements/statements from the Chairman and/or Leader of the Council.	
3 Declarations of Interest	
To declare the existence and nature of any Disclosable Pecuniary Interest, other Pecuniary Interest or Non-Pecuniary Interest relating to items on the agenda having regard to the Code of Conduct for Members and having taken appropriate advice where necessary before the meeting.	
4 Public Question Time	
(See paragraph above)	
5 Minutes of the Previous Meeting	
To approve as a correct record the minutes of the meeting of Full Council held on 4th June 2018 (copy previously circulated).	
6 Community Governance Review	5 - 15
7 Recommendation from Cabinet – 14th May 2018 – Council’s 2017-18 Accounts Closure	16 - 26
8 Recommendation from Cabinet – 9th July 2018 - Housing Company and Feasibility Fund	27 - 40
9 Recommendation from Cabinet – 9th July 2018 - I-Construct	41 - 72
Development and Financial Update Proposals - PUBLIC	
10 Reports from the Leader and Cabinet Members	
To receive the following reports from each Portfolio Holder.	
Oral Questions to the Cabinet: Members are reminded that following the presentation of each Cabinet Member’s report, Members may put questions to the Cabinet Member on matters relating to their portfolio, the powers and duties of the Council or the District. Questions are not restricted to the contents of the Cabinet Member's report.	
Where a verbal response cannot be given, a written response will be issued to all Members. (Council Procedure Rules 29.1 to 29.4 apply). A period of up to 1 hour is allowed for this item.	

10a	Councillor G Butland - Leader of the Council	73 - 76
10b	Councillor D Bebb - Finance and Performance	77 - 78
10c	Councillor Mrs L Bowers-Flint - Housing and Planning	79 - 81
10d	Councillor T Cunningham - Economic Development	82 - 84
10e	Councillor J Mckee - Corporate Service and Asset Management	85 - 86
10f	Councillor Mrs W Schmitt - Environment and Place	87 - 91
10g	Councillor P Tattersley - Health and Communities	92 - 97
11	List of Public Meetings Held Since Last Council Meeting	98 - 99
12	Exclusion of Public and Press: - To give consideration to adopting the following Resolution: - That under Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in the relevant paragraphs of Part 1 of Schedule 12(A) of the Act.	
PRIVATE SESSION		Page
13	Recommendation from Cabinet – 9th July 2018 - I-Construct Development and Financial Update Proposals - PRIVATE	

Community Governance Review		Agenda No:6
Portfolio	Overall Corporate Strategy and Direction Corporate Services and Asset Management	
Corporate Outcome:	A high performing organisation that delivers excellent and value for money services Delivering better outcomes for residents and businesses and reducing costs to taxpayers	
Report presented by:	Councillor Mrs Wendy Schmitt – Chairman of Community Governance Review Committee	
Report prepared by:	Steve Daynes, Democracy Manager	
Background Papers:		Public Report
Local Government and Public Involvement and Health Act 2007 Statutory guidance provided by the Department for Communities and Local Government (March 2010). Agenda and Minutes of the Community Governance Review Committee - 12th July 2017 , 29th November 2017 and 12th June 2018 Agenda and Minutes of Full Council - 24th July 2017 and 11th December 2017		Key Decision: No
Executive Summary:		
At its meeting of the 24 th July 2017 the Council adopted the formal terms of reference for the Community Governance Review and set the initial Public Consultation. The initial consultation ran from 1 st August to 30 th September 2017 and, during this period, a total of 99 individual and organisational representations were received. In addition a petition representing 152 households was also submitted. In addition to comments on almost all the initial proposals, an additional four proposals were submitted for consideration. A final round of consultation ran from 1 st January 2018 to 28 th February 2018 during which time a further 35 representations were submitted. At their meeting on 12 th June 2018 the Community Governance Review Committee considered all representations and now make their recommendations to Council. Council is asked to approve the Final recommendations for publication.		

Recommended Decision:
It is recommended that Council:
<ol style="list-style-type: none">1. Approves the recommendations of the Community Governance Review Committee detailed in this report which form the Council's final proposals for Community Governance in the Braintree District.2. Delegates authority to the Head of Governance to prepare and seal Orders giving effect to the Final Proposals.3. Gives authority to the Head of Governance to seek the Local Government Boundary Commission for England's consent to review "protected areas" and related Consequential review.4. Gives authority to the Head of Governance to seek Related Amendment representations from the Local Government Boundary Commission for England.
Purpose of Decision:
To support the continued development of the project for the forthcoming Community Governance Review.

Any Corporate implications in relation to the following should be explained in detail.

Financial:	There is no specific budgetary provision however given that consultation will, in the main be limited to direct mailing to smaller communities no additional budgetary allocation will be sought at this stage.
Legal:	Review to be conducted in line with Local Government and Public Involvement and Health Act 2007 and statutory guidance provided by the Department for Communities and Local Government.
Safeguarding:	None
Equalities/Diversity:	Legislation requires each Polling District has a dedicated polling place. Any review therefore must ensure that adequate Polling arrangements can be provided.
Customer Impact:	To be considered as part of the review.
Environment and Climate Change:	None
Consultation/Community Engagement:	The consultation will ensure that all stakeholders have appropriate access.
Risks:	Risks will be managed in accordance with the project plan.
Officer Contact:	Steve Daynes
Designation:	Democracy Manager
Ext. No:	2751
E-mail:	steve.daynes@braintree.gov.uk

1.0 **Background**

- 1.1 Members instigated a District Community Governance review in August 2017.
- 1.2 The consultation strategy has remained consistent throughout all consultation periods with targeted direct contact with key stakeholders, elected representatives and householders where there would be either:
- a) be a direct impact such as the introduction of a Parish new structure to households where currently there is none.
- or
- b) to households where the proposal is to transfer an area of land administered by their Parish Council to a neighbouring Parish Council.
- 1.3 Following the conclusion of an initial consultation, representations from Town and Parish Councils and members of the public were considered by the Community Governance Review Committee on 29th November 2017, with draft recommendations being presented to Full Council on 11th December 2017.
- 1.4 The Council approved the draft recommendations and these were published for to a further round of public consultation during January and February 2018.
- 1.5 At their meeting on 12th June 2018 the Community Governance Review Committee, considered further representations and their recommendations are now presented to Council for approval.
- 1.6 The complete list of representations and, where appropriate, technical and Returning Officer comments to the Initial and Draft proposals can be found at:
- Community Governance Review Committee – [29th November 2017](#) and [12th June 2018](#)
- 1.7 The following timetable sets out the stages of the review and highlight the present point reached.

Action		Decision by
Approval of Terms of Reference	July 2017	Council - 24/7/2017
Publish Terms of Reference	July 2017	
Initial Public consultation	1 August 2017 to 30 September 2017	
Draft Proposals	1 December 2017	Council - 11/12/2017
Draft Proposal consultation	1 January 2018 to 28 February 2018	
Council Approval	23 July 2018	Council - 23/7/2018
Prepare and submit Community Governance Order		

- 1.8 Contained within the Final Recommendations are a number of “consequential reviews” which require Local Government Boundary Commission for England (LGBCE) approval. The final Community Governance Order will therefore be subject to their approval.
- 1.9 Any changes to the following Parish boundaries will require LGBCE consent as they are currently protected for 5 years following the 2014 Principal Area review. Further amendment does therefore require consequential review by them in respect of:
- Site 7 - South Witham/Hatfield Peverel
 - Site 8 - Forest Road/Rivenhall
 - Site 9 - Eastways
 - Site 10 - Oak Road
 - Site 11 - Land East of Sudbury Road
 - Site 18 - Stones Farm
- 1.10 Consequential reviews will result in the loss of co-terminosity in Parish and District ward boundaries. To re-establish these will require further “Related amendment” approval by the LGBCE.

2. Implementation timetable

- 2.1 **Full Council (23 July 2018)** - consideration of committee recommendations and determination of Final recommendations.
- 2.2 Council to seek LGBCE consent for:
- The review of an area reviewed by them within the previous 5 years.
 - Consequential reviews of Parish boundaries
 - Related alterations so as to maintain boundaries which coterminous
- 2.3 Preparation of **Community Governance Order (Halstead and Witham)** for the consent of LGBCE.
- 2.4 Preparation of **Community Governance Order (Braintree District)** for the remaining issues not requiring consent.
- 2.5 **December 2018** - Boundary changes established and implemented
- 2.6 **May 2019** - New electoral arrangements implemented.

3. Great Saling/Bardfield Saling

Reference No.	Initial consultation CGR July 2017	Draft Proposal for Consultation. January 2018	Final Proposal
3.1	To extend the Parish boundary of Great Saling to include the unparished area of Bardfield Saling	To extend the Parish boundary of Great Saling to include the unparished area of Bardfield Saling	That the Draft proposal be confirmed.
3.2	Increase number of Parish Councillors from 5 to 6	Increase number of Parish Councillors from 5 to 6	That the Draft proposal be confirmed.
3.3	Rename "The Salings Parish Council"	Rename "The Salings Parish Council"	That the Draft proposal be confirmed.

4. Great Notley

Reference No.	Initial consultation CGR July 2017	Draft Proposal for Consultation. January 2018	Final Proposal
4.1	That the Great Notley Parish boundary be extended to include the currently unparished area of Braintree bounded by Queenborough Lane, the B1256 (BY-PASS)/ A120 and London Road	Given the comments received in the consultation That the initial consultation be revised That the boundary of Great Notley Parish Council be extended to include the currently unparished area of Braintree to the west of the Public Footpath / Public Right of Way from a point where it crosses Queenborough Lane through to the A120 and bounded by the A120. For the avoidance of doubt the unparished area to the east of the Footpath / Public	That the boundary of Great Notley Parish Council be extended to include the currently unparished area of Braintree to the west of the Public Footpath / Public Right of Way from a point where it crosses Queenborough Lane through to the B1256 and bounded by the A120. For the avoidance of doubt the unparished area to the east of the Footpath / Public Right of Way bounded by the B1256 to the north and London Road to the East would remain part of the

		Right of Way bounded by the A120 to the north and London Road to the East would remain part of the unparished area of Braintree.	unparished area of Braintree.
--	--	--	-------------------------------

5. Braintree Green

Reference No.	Initial consultation CGR July 2017	Draft Proposal for Consultation. January 2018	Final Proposal
5.1	New issue	That the area known locally as Braintree Green be included within the Rayne Parish Boundary	That the area known locally as Braintree Green remains unparished

6. Witham

Reference No.	Initial consultation CGR July 2017	Draft Proposal for Consultation. January 2018	Final Proposal
6.1	To rename the following: <ul style="list-style-type: none"> Witham (West ward) to Witham (Spa) Witham (North ward) to Witham (Rickstones) Witham (South ward) to Witham (Maltings) 	That the ward names for: Witham (West Ward), Witham (North Ward) and Witham (South Ward) are retained and there is no change in the ward names.	That the Draft proposal be confirmed.

7. South Witham, Hatfield Peverel

Reference No.	Initial consultation CGR July 2017	Draft Proposal for Consultation. January 2018	Final Proposal
7.1	That the Witham Parish boundary be extended to include the development site at Wood End Farm, Witham	That the Witham Parish boundary be extended to include the development site at Wood End Farm, Witham, together with the buildings of Wood End Farm.	That the Draft proposal be confirmed.

8. Forest Road Witham/Rivenhall development site

Reference No.	Initial consultation CGR July 2017	Draft Proposal for Consultation. January 2018	Final Proposal
8.1	That the Witham Parish boundary be extended to include the development site Forest Road/Rivenhall	That the Witham Parish boundary be extended to include the development site Forest Road/Rivenhall, but that there is no further amendment to the boundary at this time.	That the Witham Parish boundary be extended to include only the development site to the North of Forest Road/Rivenhall.

9. Rivenhall

Reference No.	Initial consultation CGR July 2017	Draft Proposal for Consultation. January 2018	Final Proposal
9.1	Extend the Witham Parish boundary to include the Eastway Industrial Estate	Extend the Witham Parish boundary to include the Eastway Industrial Estate	Extend the Witham Parish boundary to include the extension to Eastway Industrial Estate bounded by the Northern perimeter of Burghey Brook Poultry Farm

10. Oak Road Halstead development site

Reference No.	Initial consultation CGR July 2017	Draft Proposal for Consultation. January 2018	Final Proposal
10.1	That the Halstead Parish boundary be extended to include the development site south of Oak Road, Halstead	That the Halstead Parish boundary be extended to include the development site south of Oak Road, Halstead	That the Draft proposal be confirmed

11. Land East of Sudbury Road Halstead

Reference No.	Initial consultation CGR July 2017	Draft Proposal for Consultation. January 2018	Final Proposal
11.1	New site	That the development land East of Sudbury Road Halstead be included within an extended Halstead Parish boundary The boundary of this to be Sudbury Road to the East, Star Stile to the North and the track to the East.	That the development land East of Sudbury Road Halstead be included within an extended Halstead Parish boundary The boundary of this to be Sudbury Road to the West, Star Stile to the North and the track to the East.

12. Kelvedon

Reference No.	Initial consultation CGR July 2017	Draft Proposal for Consultation. January 2018	Final Proposal
12.1	That due to the impending development an increase in representation by 1 Councillor be supported	That due to the impending development an increase in representation by 1 Councillor be supported	That the Draft proposal be confirmed

13. Feering

Reference No.	Initial consultation CGR July 2017	Draft Proposal for Consultation. January 2018	Final Proposal
13.1	New issue	That warding arrangements be removed from Feering Parish Council	That the Draft proposal be confirmed

14. Coggeshall

Reference No.	Initial consultation CGR July 2017	Draft Proposal for Consultation. January 2018	Final Proposal
14.1	To merge existing North and East wards and rename (7 Councillors)	To merge existing North and East wards and rename North ward (7 Councillors)	That the Draft proposal be confirmed
14.2	To merge South and West Wards and rename (6 Councillors)	To merge South and West Wards and rename South ward (6 Councillors)	That the Draft proposal be confirmed
14.3	To increase representation to the new South/West ward by 1 additional Councillor	To increase representation to the new South ward by 1 additional Councillor	That the Draft proposal be confirmed
14.4	New Issue	To redefine the new North ward boundary to include all residential properties in Tilkey Road.	That the Draft proposal be confirmed

15. Panfield

Reference No.	Initial consultation CGR July 2017	Draft Proposal for Consultation. January 2018	Final Proposal
15.1	That the Panfield Parish Boundary be extended to include an undeveloped rural area known as Panfield Wood	That Panfield Wood remains within the parish of Rayne.	That the Draft proposal be confirmed

16. East of London Road Braintree

Reference No.	Initial consultation CGR July 2017	Draft Proposal for Consultation. January 2018	Final Proposal
16.1	That any decision with regard to Parish Governance be deferred until the new development is established.	That any decision with regard to Parish Governance be deferred until the new development is established.	That the Draft proposal be confirmed

17. Braintree (unparished)

Reference No.	Initial consultation CGR July 2017	Draft Proposal for Consultation. January 2018	Final Proposal
17.1	New Issue	That the establishment of a Braintree Town Council is not supported	That the Draft proposal be confirmed

18. Additional minor amendments

Reference No.	Proposal (Initial consultation)	Draft Proposal	Final Proposal
18.1		New Issue	That the property known as Stones Farm, Tidings Hill be included in a revised Halstead Parish boundary

19. Commentary and Legislative Appraisal

- 19.1 Whilst it was unusual to include a new proposal at this stage Members considered it appropriate to include this, single dwelling application which the owners self-selected to propose change. There has however been no opportunity for Parish and Town Councils to input into this proposal or other parties to comment and this should be taken into account when considering the proposal.

20 Returning Officer comments

- 20.1 The Returning Officer supports proposals for consequential review of the Principal and Town/Parish boundaries.

Recommendation from Cabinet – 14 th May 2018 – Council’s 2017-18 Accounts Closure		Agenda No: 7
Portfolio	Finance and Performance	
Corporate Outcome:	A high performing organisation that delivers excellent and value for money services Delivering better outcomes for residents and businesses and reducing costs to taxpayers	
Report presented by:	Councillor David Bebb, Cabinet Member for Finance and Performance	
Report prepared by:	Emma Wisbey, Governance and Member Manager	
Background Papers:		Public Report
Reports and Minutes of Cabinet – 14th May 2018		Key Decision: N/A

MINUTE EXTRACT

CABINET – 14TH MAY 2018 – Minute 12

COUNCIL'S 2017-18 ACCOUNTS CLOSURE

INFORMATION: Members were advised that the closure of accounts was being considered earlier than previous years as the external audit of the Council's accounts was scheduled to commence on 4th June 2018; this was six weeks earlier than last year and the Cabinet decision formed part of the background papers presented to the auditors. The Council's accounts for the financial year 2017/18 were currently being finalised to meet the deadline of 31st May 2018.

The provisional revenue outturn for 2017/18 was a net positive variance against budget of £782,300. This consisted of positive variances on income of £491,700 and on expenditure of £290,600. The overall variance would be reduced by the value of unspent 2017/18 budgets which were agreed to be carried forward to 2018/19. On the basis that the carry forward requests totaling £88,300 were approved the net positive variance for 2017/18 was reduced to £694,000. It was reported that requests to carry forward unspent budgets and transfers to earmarked reserves were for a one-off spend and did not add to the base budget.

A summary of the requests and recommended carry forwards from prior years and unspent 2017/18 budgets can be found in the report.

In terms of the delivery of strategic investments the Strategic Investment Team was currently working on a number of significant investments, however based on

the current resources in the team it was considered that a number of these projects could not be brought forward to delivery. It was proposed that a full business case on the resource requirements to deliver the Council's ambitious programme would be developed and presented later during 2018. It was recognised that prior to receiving the business case it was important to bring in additional resource during this transitional period to ensure momentum is maintained and an additional resource allocation of £142,000 per annum was agreed in the 2017/18 Budget to engage support for capital project delivery.

Work had commenced on the business case and this had included some initial work on a new structure for Strategic Investment. Further work was required in respect of this ahead of presenting the business case to Cabinet, however there was an acute business need in terms of delivery of the projects and management of the team and planning. Under the transitional arrangements it was proposed to provide for the replacement of one of the current consultants by engaging consultants to two new posts, of Head of Strategic Investment and Commercial Project Manager. The transition arrangements would be for a maximum period of twelve months and would start in June 2018.

The estimated additional cost was £269,460. The Great Notley employment site budgets approved by Cabinet included an allowance of £100,000 for the development of the business case and £50,000 of this was proposed for direct Project Manager costs; the remaining £50,000 would cover specialist advice required. It was proposed that a supplementary budget of £219,460 be agreed from the unallocated balance in 2018/19.

DECISION: That Cabinet;

- a) Agrees the carry forward requests and transfers to earmarked reserves as detailed in the Appendix to the report;
- b) Agrees to the transitional staffing arrangements for the Strategic Investment Team for a 12 month period; and
- c) Recommends to Full Council the approval of a supplementary budget of £219,460 in 2018/19 to fund the transitional staffing arrangements for the Strategic Investment Team.

REASON FOR DECISION: To gain approval of requests to carry forward unspent budgets from 2017/18 to 2018/19 and of specific additions to earmarked reserves in order that these can be incorporated in the Council's 2017/18 Accounts prior to submission to the external auditor.

Recommended Decision:

That it is recommended to Full Council:

1. To approval the supplementary budget of £219,460 in 2018/19 to fund the transitional staffing arrangements for the Strategic Investment Team.

Members are advised that Decision a and b set out in the Minute extract above were a matter for Cabinet and do not require the approval by Full Council.

Purpose of Decision:
To gain approval of requests to carry forward unspent budgets from 2017/18 to 2018/19 and of specific additions to earmarked reserves in order that these can be incorporated in the Council's 2017/18Accounts prior to submission to the external auditor.

Council's 2017/18 Accounts Closure		Agenda No: 10a
Portfolio	Finance and Performance	
Corporate Outcome:	A high performing organisation that delivers excellent and value for money services Delivering better outcomes for residents and businesses and reducing costs to taxpayers	
Report presented by:	Councillor David Bebb, Cabinet Member for Finance and Performance	
Report prepared by:	Trevor Wilson, Head of Finance	
Background Papers:	Public Report	
Financial Services' 2017/18 Accounts Closure files Quarterly Performance Monitoring reports for 2017/18 to Cabinet	Key Decision: No	
Executive Summary:		
Background		
<p>The Council's accounts for the financial year 2017/18 are currently being finalised for sign off by Chris Fleetham, Section 151 Officer; required to meet the deadline of 31st May 2018.</p> <p>Under the Financial Procedure Rules of the Constitution requests for unspent revenue budgets to be carried forward to the following year must be agreed by the Cabinet.</p> <p>This report is presented earlier than previous years as the external audit of the Council's accounts is scheduled to commence on 4th June 2018 this is six weeks earlier than last year and the Cabinet decision forms part of the background papers presented to the auditors.</p>		
Provisional Outturn		
<p>The provisional revenue outturn for 2017/18 is a net positive variance against budget of £782,300. This consists of positive variances on income of £491,700 and on expenditure of £290,600. The overall variance will be reduced by the value of unspent 2017/18 budgets which are agreed to be carried forward to 2018/19.</p>		
Carry Forward requests and transfers to Earmarked Reserves		

Requests to carry forward unspent budgets and transfers to earmarked reserves are for one-off spend and do not add to the base budget. A schedule of the requests to carry forward unspent budgets to 2018/19 and additions to earmarked reserves is attached in the appendix to this report.

A summary of the requests and recommended approvals is provided in the table below:

	Request	Carry Forward to 2018/19	Earmarked Reserve	Transfer to unallocated balance
Carry Forwards from prior years	£215,057	£165,645	0	£49,412
Unspent 2017/18 Budgets	£513,455	£88,300	£425,155	0

On the basis that the carry forward requests totalling £88,300 are approved the net positive variance for 2017/18 is reduced to £694,000.

Delivery of Strategic Investments

An additional resource allocation of £142,000 per annum was agreed in the 2017/18 Budget to engage support for capital project delivery.

The Strategic Investment Team is currently working on a number of significant investments: the largest and most advanced being the Manor Street development, which is the subject of a separate report on this meeting agenda, but there are a number of other complex projects that need driving forward and managing, notably establishing a Housing Development Company, Great Notley Employment Site, Witham Enterprise Centre, I-Construct Innovation Centre, Premdor Healthcare Facility and Millennium Way Slip Roads.

Based on the current resources in the team it is considered that a number of these projects cannot be brought forward to delivery. It is proposed that a full business case on the resource requirements to deliver the Council's ambitious programme will be developed and presented later during 2018. However prior to receiving this business case it is important to bring in additional resource during this transitional period to ensure momentum is maintained.

Work has commenced on the business case and this has included some initial work on a new structure for Strategic Investment. Further work is required in respect of this ahead of presenting the business case to Cabinet, however there is an acute business need in terms of delivery of the projects and management of the team/planning for change required. Under the transitional arrangements it is proposed to provide for the replacement of one of the current consultants, who leaves in May, by engaging consultants to two new posts, of Head of Strategic Investment and Commercial Project Manager. The transition arrangements will be for a maximum period of twelve months and will start in June 2018.

The estimated additional cost is £269,460. The Great Notley employment site budgets approved by Cabinet includes an allowance of £100,000 for the development of the business case and £50,000 of this is proposed for direct Project Manager costs; the remaining £50,000 will cover specialist advice required.

It is proposed that a supplementary budget of £219,460 be agreed from the unallocated balance in 2018/19.

Recommended Decision:

That Cabinet:

- a) Agrees the carry forward requests and transfers to earmarked reserves as detailed in the Appendix to this report;
- b) Agrees to the transitional staffing arrangements for the Strategic Investment Team for a 12 month period; and
- c) Recommends to Full Council the approval of a supplementary budget of £219,460 in 2018/19 to fund the transitional staffing arrangements for the Strategic Investment Team.

Purpose of Decision:

To gain approval of requests to carry forward unspent budgets from 2017/18 to 2018/19 and of specific additions to earmarked reserves in order that these can be incorporated in the Council's 2017/18Accounts prior to submission to the external auditor.

Any Corporate implications in relation to the following should be explained in detail.

Financial:	<p>The provisional revenue outturn for 2017/18 is a net positive variance against budget of £782,300. Requests to carry forward unspent 2017/18 budgets totalling £88,300 have been received. If agreed this will reduce the positive variance for the year to £694,000.</p> <p>The following requests are also included in the report but do not impact on the variance for the year:</p> <ul style="list-style-type: none"> • The value of balances remaining from previous year's carry forwards is £215,057; of this requests to carry forward to 2018/19 total £165,645 with £49,412 to be returned to the unallocated revenue reserve. • Transfers to earmarked reserves total £425,155. <p>In addition, a supplementary budget of £219,460 in 2018/19 is requested to fund the transitional staffing arrangements for the Strategic Investment Team. This will be met from the Unallocated revenue balance.</p>
Legal:	Authorisation to carry forward unspent budget from one financial year to the next must be authorised by the Cabinet – Section 2.7.1 of the Financial Procedure Rules of the Constitution.
Safeguarding:	There are no safeguarding issues raised by this report.
Equalities/Diversity:	There are no Equalities/Diversity issues raised by this report.
Customer Impact:	Not applicable.
Environment and Climate Change:	There are no Environment and Climate Change issues raised by this report.
Consultation/Community Engagement:	Undertaken for projects when required, e.g. transfer of facilities to a parish council.
Risks:	Budgets carried forward to 2018/19 are not spent as proposed and anticipated outcomes may not be achieved.
Officer Contact:	Trevor Wilson
Designation:	Head of Finance
Ext. No:	2801
E-mail:	Trevor.wilson@braintree.gov.uk

Prior Year Carry Forwards and Unspent 2017/18 Budgets - Request to Carry Forward or add to Earmarked Reserve

APPENDIX

Business Plan/Service	Prior Year Balances			2017/18 Requests to C/Fwd Unspent Budgets	Total All Years	Total All Years:			Reason for Request	Source of Unspent Budget/ Financing
	Agreed Budgets B/Fwd	Net Movement in year	Balance Remaining			Transfer to Unallocated Balance	Carry Forward to 2018/19	Transfer to Earmarked Reserve		
	£	£	£	£	£	£	£	£		
Prior Year Carry Forward Balances										
Financial Services										
Payroll/HR System	22,000		22,000		22,000		22,000		Costs of implementing the MidlandHR Payroll/HR system, in conjunction with Colchester BC and Epping Forest DC. A number of invoices are still in dispute and awaiting resolution.	Payroll/HR System
Governance										
Corporate Business Systems	50,000		50,000		50,000		50,000		Funding provided to employ project management capacity to support work on information management. Management Board agreement to allocate funding to employ an officer, for a two-year period, to assist with the ongoing work regarding GDPR monitoring and compliance.	Governance/ Business Solutions
Marketing & Communications										
Marketing and Communications	15,000	-5,400	9,600		9,600		9,600		Funding requested to enable the apprentice in the team to undertake her level 3 apprenticeship and to continue to provide valuable support to the team. Budget now covers the period September 2017 to March 2019.	Marketing and Communications
Operations										
Transfer of rural facilities, e.g. Car Parks, Toilets etc., to Parish Councils	16,750	0	16,750		16,750		16,750		The transfer of the car park at Hadfelda Square to Hatfield Peverel Parish Council is close to completion.	Operations
Roadside Features	5,000	0	5,000		5,000		5,000		Roundabout Maintenance - Reinvestment of sponsorship income to enable a continuing maintenance programme on roundabouts and strategic gateways.	Roadside Features
Cordons Farm	12,590	0	12,590		12,590		12,590		Budget required for joint work with ECC that may require us to jointly fund some external work and for the review and rewriting of the specification to tender the haulage for which some external support will be required.	Cordons Farm
Cemeteries	12,000	-2,588	9,412		9,412	9,412			Return balance of reserve to unallocated revenue balance	Cemeteries
Sustainable Development										
Landscape Services	22,000	0	22,000		22,000	22,000			Originally requested as a result of a vacancy to support the Landscapes team in securing additional ecology expertise to support their role in providing advice on planning applications. Issue resolved without recourse to budget brought forward therefore return to the unallocated revenue balance.	Landscape Services Salaries/ Planning Income
Development Management	75,858	-26,153	49,705		49,705		49,705		Original request was for funding of an 18 month post for a Highways Planner by ECC. Service Level Agreement arranged with ECC for part-time support which will enable the service to be received for an overall period of approximately 3 years.	Planning income

Prior Year Carry Forwards and Unspent 2017/18 Budgets - Request to Carry Forward or add to Earmarked Reserve

APPENDIX

Business Plan/Service	Prior Year Balances			2017/18	Total All Years	Total All Years:			Reason for Request	Source of Unspent Budget/Financing
	Agreed Budgets B/Fwd	Net Movement in year	Balance Remaining	Requests to C/Fwd Unspent Budgets		Transfer to Unallocated Balance	Carry Forward to 2018/19	Transfer to Earmarked Reserve		
Land Charges, Planning Policy and Development Management	£ 18,000	£ 0	£ 18,000	£	£ 18,000	£ 18,000	£		Engagement of a temporary Clerical Support Officer (12 month contract) to support additional pressures in Land Charges and the wider Directorate. Return funds to the unallocated revenue balance as post was actually funded within existing budget.	Planning income
Total - Prior Year Carry Forwards	249,198	-34,141	215,057	-	215,057	49,412	165,645	-		
2017/18 Underspends										
Business Solutions										
Corporate Projects and Web				18,660	18,660		18,660		Funding to enable apprentice to continue in the service and progress to level 3. Apprentice will provide valuable support on the Digital Strategy and Digital Plan. The apprenticeship will be for a period of up to 18 months from September 2018.	Business Solutions
ICT				55,000	55,000			55,000	Budgets in respect of contingency support for the Siebel system, and improvements to the server room were not fully expended in 2017/18 but will still be required in 2018. Income received from team undertaking external work will support delivery of key digital strategy objectives.	ICT
Customer Services				7,800	7,800		7,800		Funding to enable apprentice to continue in the service and progress to level 3. Apprentice will provide support on Customer Services. Extension agreed in September 2017 and reported in quarterly monitor.	Customer Services
Performance and Improvement				102,740	102,740			102,740	To employ a Commercial Manager post for two year period to help deliver Roadmap 2020. Agreed by Management Board with funding provided from savings accrued in year as a result of temporary appointments to Chief Executive and Corporate Director posts. Commercial Manager post filled with effect from February 2018.	Corporate Management/ Heads of Service salaries
Community Services										
Community Projects				3,370	3,370		3,370		Unable to appoint to apprentice post in final quarter of year. Request to carry forward unspent budget to enable appointment as part of corporate apprenticeship recruitment process in 2018.	Community Projects
Corporate Management										
Civic and Chief Executive				23,370	23,370		23,370		To increase hours of the PA to Chairman and Corporate Management Team post to full-time for a period of two years. Request agreed by Management Board and impact in 2017/18 reported in quarterly performance monitor report. Appointment made and commences end of May 2018.	Chief Executives

Prior Year Carry Forwards and Unspent 2017/18 Budgets - Request to Carry Forward or add to Earmarked Reserve

APPENDIX

Business Plan/Service	Prior Year Balances			2017/18 Requests to C/Fwd Unspent Budgets	Total All Years	Total All Years:			Reason for Request	Source of Unspent Budget/ Financing
	Agreed Budgets B/Fwd	Net Movement in year	Balance Remaining			Transfer to Unallocated Balance	Carry Forward to 2018/19	Transfer to Earmarked Reserve		
	£	£	£	£	£	£	£	£		
Financial Services										
Housing Benefits and Local Council Tax Support				85,130	85,130			85,130	Balance of New Burdens Grant funding received in year from Government including implementing and administration of welfare reforms, Fraud & Error Reduction Incentive Scheme, Real Time Information and Right Benefit, Discretionary Housing Payments. Grants ring-fenced for specified purposes only.	Grant income
Payroll/HR System				30,000	30,000			30,000	Transfer of underspend against the Payroll/HR system budget to the Financial Systems reserve. On-going development is required with the system with further roll-out of employee and manager self-service covering areas such as recruitment, overtime & expenses, learning & development, and performance management; along with development of management reporting. To complete this work will require external support/ training, as well as acquiring additional functionality.	Payroll/HR System
Financial Services				25,000	25,000		25,000		Request to use unspent salary of Accountancy Assistant currently on a sabbatical to enable an Apprentice to progress to Level 3 AAT qualification – funding required for salary and related expenses/ additional training. The apprenticeship will be for a period of up to 18 months from September 2018.	Finance Salaries
Audit, Insurance and Fraud				7,800	7,800		7,800		Funding to enable apprentice to continue in the service and progress to level 3. Apprentice is providing support on Council Tax fraud investigations and to audit service. Extension commenced in September 2017 and reported in quarterly monitor.	Finance Salaries
Treasury Management				135,285	135,285			135,285	Overachievement of interest received against budget due mainly to average balance invested being higher than estimated. Transfer to Treasury Management Equalisation Reserve to provide for potential shortfalls against budget through reductions in interest or principal and accounting methodology changes (IFRS9) in future years.	Treasury Management
Governance										
Elections/Electoral Registration				17,000	17,000			17,000	Balance of Home Office grant funding received in 2017/18. Grant is ring-fenced for Elections/Electoral Registration	Elections/Electoral Registration
Operations										
Traffic Management				2,300	2,300		2,300		Payments outstanding in relation to traffic management costs for work (litter-picking) that should have been carried out in March, but had to be deferred until April owing to the inclement weather (snow).	Traffic Management

Prior Year Carry Forwards and Unspent 2017/18 Budgets - Request to Carry Forward or add to Earmarked Reserve

APPENDIX

Business Plan/Service	Prior Year Balances			2017/18	Total All Years	Total All Years:			Reason for Request	Source of Unspent Budget/Financing
	Agreed Budgets B/Fwd	Net Movement in year	Balance Remaining	Requests to C/Fwd Unspent Budgets		Transfer to Unallocated Balance	Carry Forward to 2018/19	Transfer to Earmarked Reserve		
	£	£	£	£	£	£	£	£		
Total - 2017/18 Carry Forwards	-	-	-	513,455	513,455	-	88,300	425,155		

Recommendation from Cabinet – 9th July 2018 – Housing Company and Feasibility Fund		Agenda No: 8
Portfolio Corporate Outcome:	Corporate Service and Asset Management A sustainable environment and a great place to live, work and play A well connected and growing district with high quality homes and infrastructure Residents live well in healthy and resilient communities where residents feel supported A high performing organisation that delivers excellent and value for money services Delivering better outcomes for residents and businesses and reducing costs to taxpayers	
Report presented by:	Councillor John McKee, Cabinet Member for Corporate Services and Asset Management	
Report prepared by:	Emma Wisbey, Governance and Member Manager	
Background Papers:	Public Report	
Corporate Strategy 2016-2020	Key Decision: N/A	
Reports and Minutes of Cabinet – 23rd May 2016 , 12th September 2016 and 9th July 2018 ,		
MINUTE EXTRACT		
CABINET – 9th July 2018 – Minute 21		
<u>**HOUSING DEVELOPMENT COMPANY AND FEASIBILITY FUND</u>		
<div style="border: 1px solid black; padding: 5px; text-align: right; margin: 10px auto; width: fit-content;"> Minutes Published: 13th July 2018 Call-in Expires: 23rd July 2018 </div> <p>INFORMATION: It was proposed that a budget of £495,980 should be approved for preparatory work to enable design and planning applications for residential development on approximately five Council-owned sites. The proposal represented a twin-track approach, with the potential for the sites to be transferred to a future Council-owned Housing Development Company, subject to Cabinet approval of a full business case. Alternatively, the Council could realise a financial return by selling the sites with the benefit of residential planning permissions.</p>		

As part of this Item, Members were reminded that land at the former Premdor site in Sible Hedingham would be transferred to the Council in accordance with a Section 106 Agreement. The land was to be used for the provision of a health facility and it was proposed that £80,000 should be allocated towards its design.

It was proposed that £495,980 should be allocated from the Affordable Housing Budget and that £80,000 should be allocated from the New Homes Bonus fund to enable the respective housing and health facility schemes to proceed, making a total budget allocation of £575,980.

DECISION:

- (1) That housing schemes on approximately five of the Council-owned sites, as listed in the Agenda report, be designed and applications for planning permission made for each site.
- (2) That work be undertaken on the design and development of a health facility on the former Premdor site, Sible Hedingham.

That it be **Recommended to Council:**

- (1) That the estimated cost of developing housing schemes on approximately five Council-owned sites, of £495,980, be met from the Affordable Housing Budget in the 2018/19 Capital Programme.
- (2) That funding of £80,000 be allocated from the New Homes Bonus balance for design and development work on a health facility at the former Premdor site, Sible Hedingham.

REASON FOR DECISION: To approve a twin track approach to fund planning applications and to develop a Business Case for Council-owned sites and a Housing Development Company, and to design and cost a health facility on the former Premdor site, Sible Hedingham.

Recommended Decision:

That it is recommended to Full Council:

1. That the estimated cost of developing housing schemes of approximately five council owned sites, of £495,980, be met from the Affordable Housing Budget in the 2018/19 Capital Programme; and.
2. That funding of £80,000 is allocated from the New Homes Bonus Balance for the design and development work on a health facility on the former Premdor site, Sible Hedingham.

Members are advised that the Decisions which did not require a recommendation to Council were a matter for Cabinet and do not require the approval of Full Council.

Purpose of Decision:

Design and Feasibility Fund – To approve a twin track approach to fund planning applications on Council owned sites, to design and cost a health facility on the former Premdor site, Sible Hedingham, and to develop the Business Case for the Housing Development Company.
--

Housing Company and Feasibility Fund		Agenda No: 8a
Portfolio	Corporate Services and Asset Management	
Corporate Outcome:	A sustainable environment and a great place to live, work and play A well connected and growing district with high quality homes and infrastructure Residents live well in healthy and resilient communities where residents feel supported A high performing organisation that delivers excellent and value for money services Delivering better outcomes for residents and businesses and reducing costs to taxpayers	
Report presented by:	Councillor J McKee, Cabinet Member for Corporate Services and Asset Management	
Report prepared by:	Benedict Binns, Strategic Project Manager	
Background Papers:		Public Report
Corporate Strategy 2016-2020 Agenda and Minutes for the Cabinet 23rd May 2016 Agenda and Minutes for the Cabinet 12th September 2016		Key Decision: Yes
Executive Summary:		
<p>To support the adopted Corporate Strategy 2016-2020, the Plan for Growth 2017-2022, which reaffirmed the Council's commitment to its District Investment Strategy, and September's 2016 Cabinet approval of developing a full business case relating to the creation of a Housing Development Company; it is proposed that the Council approve a twin track approach to the development of its Council sites at the same time as developing the Business Case for the set-up of the Housing Development Company.</p> <p>The proposed cost to design and develop approximately five of the Council's sites to a planning submission is estimated to be £495,980. In the event that the Council does not proceed with the Development Company, the Council can realise and increased return on its assets by selling land with planning permission. However, it is the intention that the sites are transferred and developed by the Council's Housing Development Company subject to future Cabinet approval anticipated in February 2019.</p> <p>It is proposed to utilise the resources and expertise of Red Loft, who have been appointed as external consultants to assist the Strategic Investment Team, to develop the Business Case for the proposed Housing Development Company for consideration by the Cabinet at its meeting in February 2019.</p> <p>Having recognised the significance of the key projects outlined above, the Leader has set up specific Member engagement arrangements to support the active development</p>		

and delivery of the projects. The Strategic Investment Programme Group (SPIG) will have overall oversight of the Council's investment programme and reporting into the SPIG will be individual projects which will have a specific Project Reference Group.

In this case the Housing Development Company Project Reference Group, will support the Portfolio Holder and relevant Officers in the management and development of the project providing advice and guidance as well as holding the project to account ensuring that the project is delivered in accordance with the agreed scope.

The timescales assume:

- July 2018: Procurement of consultants to commence after Council approval
- July-December 2018 Member's Reference Group Workshops
- September 2018: approval of consultants
- December 2018: Member Reference Group and Management Board approval of draft February Cabinet Report and Recommendations.
- February 2019: Cabinet and Council approval for the set-up of the Development Company and planning permission for Council sites

Adopting a twin track approach in submitting designs for development for planning on the basis that if the Council choose not to proceed with a Development Company the land with planning permission will add significant value to Council assets which can be sold for a surplus.

In addition it is proposed that a budget, of £80,000, is agreed to enable the design and costings for a health facility, on the former Premdor site Sible Hedingham, to be undertaken. The Council is to receive the land under a Section 106 Agreement.

Whilst a budget for Feasibility Studies, of £500,000, had been agreed in June 2014, this has been fully utilised over the past four years. A total budget of £575,980 is therefore requested to enable the above works to be undertaken.

It is proposed that funding is provided from:

- the Affordable Housing Budget in the 2018/19 Capital Programme for the housing schemes (£495,980); and
- £80,000 from the unallocated balance of New Homes Bonus.

Recommended Decision: Cabinet agrees that:

1. Housing schemes on approximately five of the Council owned sites, as listed in the attached report, should be designed and application for planning permission be made for each site;
2. Work be undertaken on the design and development of a health facility on the former Premdor site, Sible Hedingham;

That Cabinet recommends to Council:

- 3 That the estimated cost of developing housing schemes of approximately five council owned sites, of £495,980, be met from the Affordable Housing Budget in the 2018/19 Capital Programme; and.

- 4 That funding of £80,000 is allocated from the New Homes Bonus Balance for the design and development work on a health facility on the former Premdor site, Sible Hedingham.

Purpose of Decision:

Design and Feasibility Fund – To approve a twin track approach to fund planning applications on Council owned sites, to design and cost a health facility on the former Premdor site, Sible Hedingham, and to develop the Business Case for the Housing Development Company.

Any Corporate implications in relation to the following should be explained in detail.

Financial:	<p>It is proposed that the budget allocation of £575,980 for the Design and Feasibility Fund be met from: £495,980 from the Affordable Housing Budget in the 2018/19 Capital Programme; and £80,000 from the unallocated balance of New Homes Bonus.</p> <p>It is anticipated that specialist VAT advice will be required on the development proposals.</p>
Legal:	<p>All professional team appointments have been made in compliance with the relevant procurement regulations.</p> <p>Members must be mindful that the decision to proceed with this redevelopment project including the submission of a planning application does not determine the approach the Council (through the Planning Committee) will take when determining the application which will be made in relation to relevant planning policy requirements.</p>
Safeguarding:	<p>All members of the professional team and the eventual main construction contractor are required to provide satisfactory safeguarding policies as a prerequisite for selection.</p>
Equalities/Diversity:	<p>All members of the professional team and the eventual main construction contractor are required to provide satisfactory equality and diversity policies as a prerequisite for selection.</p> <p>There are no indications that to proceed with this project would have an impact on the protected characteristics for any individuals.</p>
Customer Impact:	<p>The project will assist in creating high-quality employment and training opportunities for residents both in the District and beyond.</p>
Environment and Climate Change:	<p>Housing sites to be developed to at least minimum building regulations standard but to be reviewed by Member Reference Groups NHS require the Healthcare to attain a minimum of BREEAM Excellent</p>

Consultation/Community Engagement:	For all sites, the Council will undertake the usual and standard consultation requirements that are applicable for a development and planning process.		
Risks:	Item	Issue	Action
	Legal	Any risks on title deeds, rights of way and other legal issues may result in delays	To undertake relevant surveys before design development
	Ground conditions	Ground conditions may mean increased costs and reduce viability	SI and Geo tech Surveys required before design development
	Build cost inflation	May reduce viability	Once funding is committed to Council to keep to programme
	Economic conditions decline.	Sales values may decline	To review market rents and selling land with planning permission
	Planning not granted	This impacts the both options to develop and to sell the packaged Land	Council to ensure that planning policy adhered to and to appoint a planning consultant and undertake a pre-application before planning submission.
	Delay in set up of Development Company	Delay in generating income for council	To use Member's Reference Groups for guidance on strategy
	Under-utilise current transitional resources	If funding is not approved transitional resources are underutilised	If funding approved, council will maximise value from transitional resources
Officer Contact:	Benedict Binns		
Designation:	Strategic Project Manager		
Ext. No:	2584		
E-mail:	Benedict.binns@braintree.gov.uk		

1 Background

- 1.1 In September 2016, Cabinet agreed that a full business case relating to the creation of a Housing Development Company should be undertaken. An initial budget of £100,000 was approved but this was subsequently increased to £130,000 with a further allocation of £30,000 being agreed.
- 1.2 Initial work and site appraisals have been undertaken with the engagement of Grant Thornton; to provide an initial assessment of the case for the Council to establish a Housing Development Company, Arcadis; to provide a high level assessment of the sites owned by the Council for development, and Pinsent Mason; to provide initial legal and governance arrangements advice.
- 1.3 By necessity, work on the production of the business case for consideration by Members has been on hold as priority and time of the officers in the Strategic Investment Team have been on the design and development of the Manor Street Regeneration project and to the land purchase of employment land in Great Notley.
- 1.4 In February 2018 Cabinet approved the purchase of the Employment site at Great Notley and in May 2018 Cabinet approved the Manor Street Regeneration project and priority has now turned to the set-up of the Housing Development Company.

2 Develop the Full Business Case in collaboration with Member's Reference Groups for the set-up of a Housing Development Company

- 2.1 It is proposed to utilise the resources and expertise of Red Loft, who have been appointed as external consultants to assist the Strategic Investment Team, to develop the Business Case for the proposed Housing Development Company for a February 2019 Cabinet.
 - 2.1.1 Having recognised the significance of the key projects recently approved, the Council is setting up specific Member engagement arrangements to support the active development and delivery of the projects. The Strategic Investment Programme Group will have overall oversight of the Council's investment programme and reporting into the Strategic Investment Programme Group will be individual projects which will have a specific Project Reference Group.
 - 2.1.2 In this case the Housing Development Company Project Reference Group, will support the Portfolio Holder and relevant Officers in the management and development of the project providing advice and guidance as well as holding the project to account ensuring that the project is delivered in accordance with the agreed scope:
 - Member oversight of the Housing Development Company project, and to report on progress to the Strategic Investment Programme Group.
 - To receive reports from Officers on the project and to monitor progress.
 - To challenge and support Officers in the delivery of the project and to ensure project delivery in line with the approved project scope.

- To act as a point of consultation for Portfolio Holders or Corporate Directors making delegated decisions in relation to the project.
- To make recommendations to the Strategic Investment Programme Group, Cabinet and Council in respect of key decision milestones and or on variations to the project.

2.2 Red Loft as part of their scope and commitment of resources to the Council will undertake the following for the review by the Member's Reference Group:

- Review and critique the Grant Thornton, Arcadis and Pinsent Mason reports provided to the Council
- Facilitate at least five half day workshops for the Member's Reference Group to review the vision, long-term rental income versus short term capital receipts, policy compliance, governance, financials and final recommendations.
- Update the development proposals, costs and value assumptions for in principle sites to be taken forwards
- Update the detailed financial model for the proposed commercial funding structure
- With guidance from the Member's Reference Group to develop the business case for the Development Company with a target date of February 2019.

2.3 In addition to the work on producing the business case it is proposed to adopt a twin track approach in submitting designs of development for planning on the basis that if the Council chooses not to proceed with a Housing Development Company that the land with planning permission will add significant value to Council assets which can be sold for a surplus.

3 Proposal details: a Twin Track Approach

3.1 It is proposed to proceed with the design and development to planning submission of approximately five Council sites.

3.2 In the event that the Council does not proceed with the Development Company, the Council can realise and increased return on its assets by selling land with planning permission. However, it is the intention that the sites are transferred and developed by the Council's Development Company subject to future Cabinet approval in February 2019.

3.3 This work will cover the following specific tasks:

3.3.1 Procurement of consultants through one of the following routes:

- OJEU
- An existing framework
- The set-up of a specific framework for the Council's Housing Development Company

- 3.3.2 The design and development to planning submission of the Council sites in the first phase of development. The table below identifies the shortlist of Council sites for development that are the most suitable.
- 3.3.3 The 2017 Arcadis report on the council sites provided figures on the development costs, GDV and surplus. The projected cost of a planning submission is based on 3% of the development costs as reported in the Arcadis report of approximately five sites developing in region of 80 dwellings. The estimated cost of submitting a planning application is £495,980.
- 3.3.4 The above costs assumptions assume:
- All surveys
 - Consultant fees to submit a planning application
- 3.3.5 Exclusions include:
- BDC Project management costs
 - Legal costs
 - Significant abnormalities e.g. contamination

Name of site	Location	Number of Units
Church Road	Stambourne	2
Little Hyde Lane	Great Yeldham	1
Cambridge Way	Bures	38
New Park	Castle Hedingham	8
New Street	Halstead	6
John Barr House	Panfield	5
Conrad Road	Witham	10
Blunts Hall Road	Witham	10
Harkilees Way	Braintree	11
Trotters Field	Braintree	23
Silks Way	Braintree	12
Chapel Hill	Braintree	46
Stubbs Lane	Braintree	12
Total Housing		184

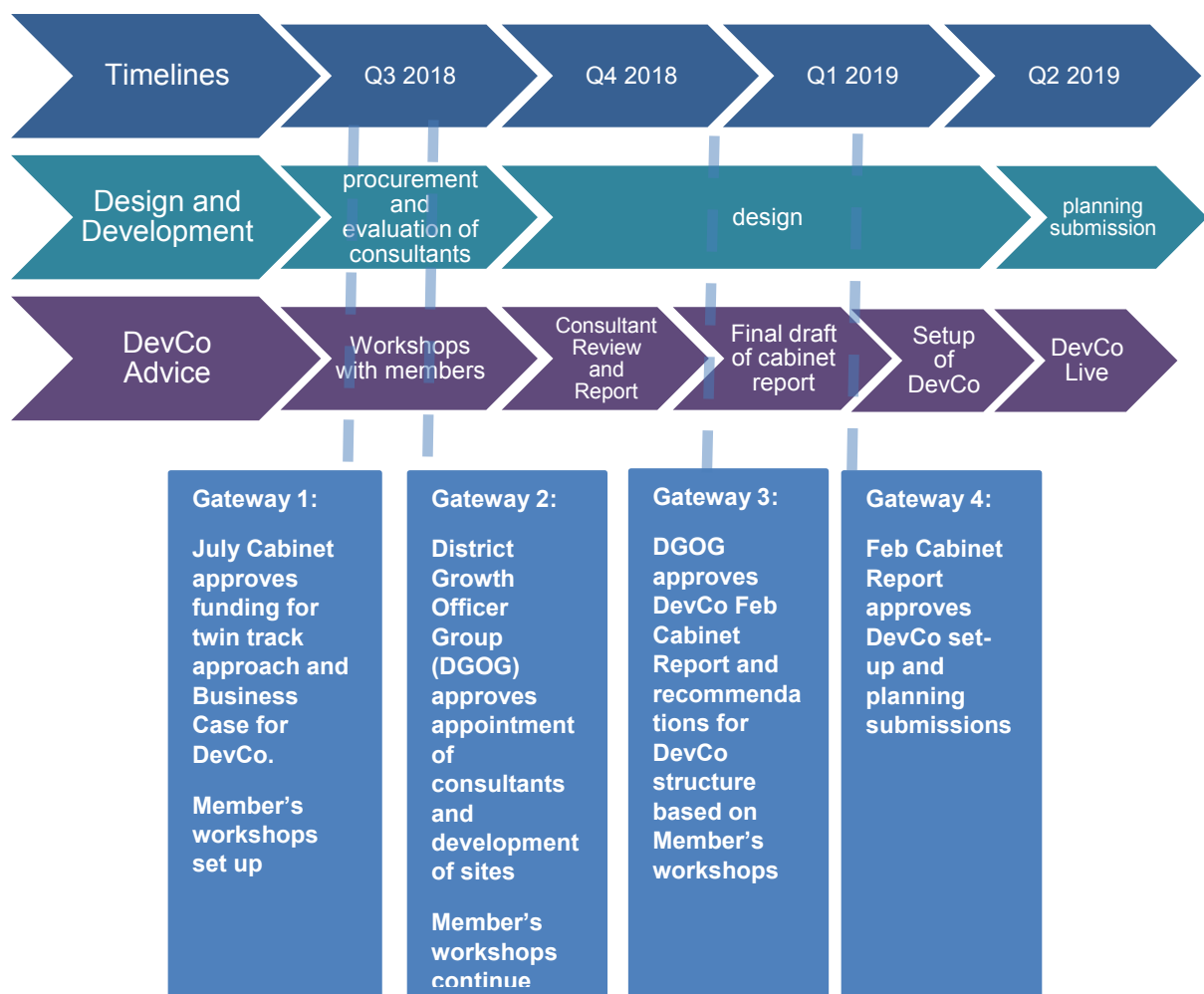
- 3.3.6 In undertaking the work, it is proposed:
- To obtain up to date quotes before procuring consultants to stress test the above figures
 - To ensure economies of scale are obtained through the use of house types rather than separate designs for each scheme
 - To prioritise schemes that generate the best return for the Council within the proposed budget envelope.
 - It is also proposed to apply for funding from The Housing Advisers Programme from the Local Government Association.

3.3.7 Whilst a budget of £500,000 was agreed, in June 2014, for feasibility studies/project development this has been fully expended and therefore a new budget allocation is requested to fund this work.

4 Timescales: Design and Feasibility Fund

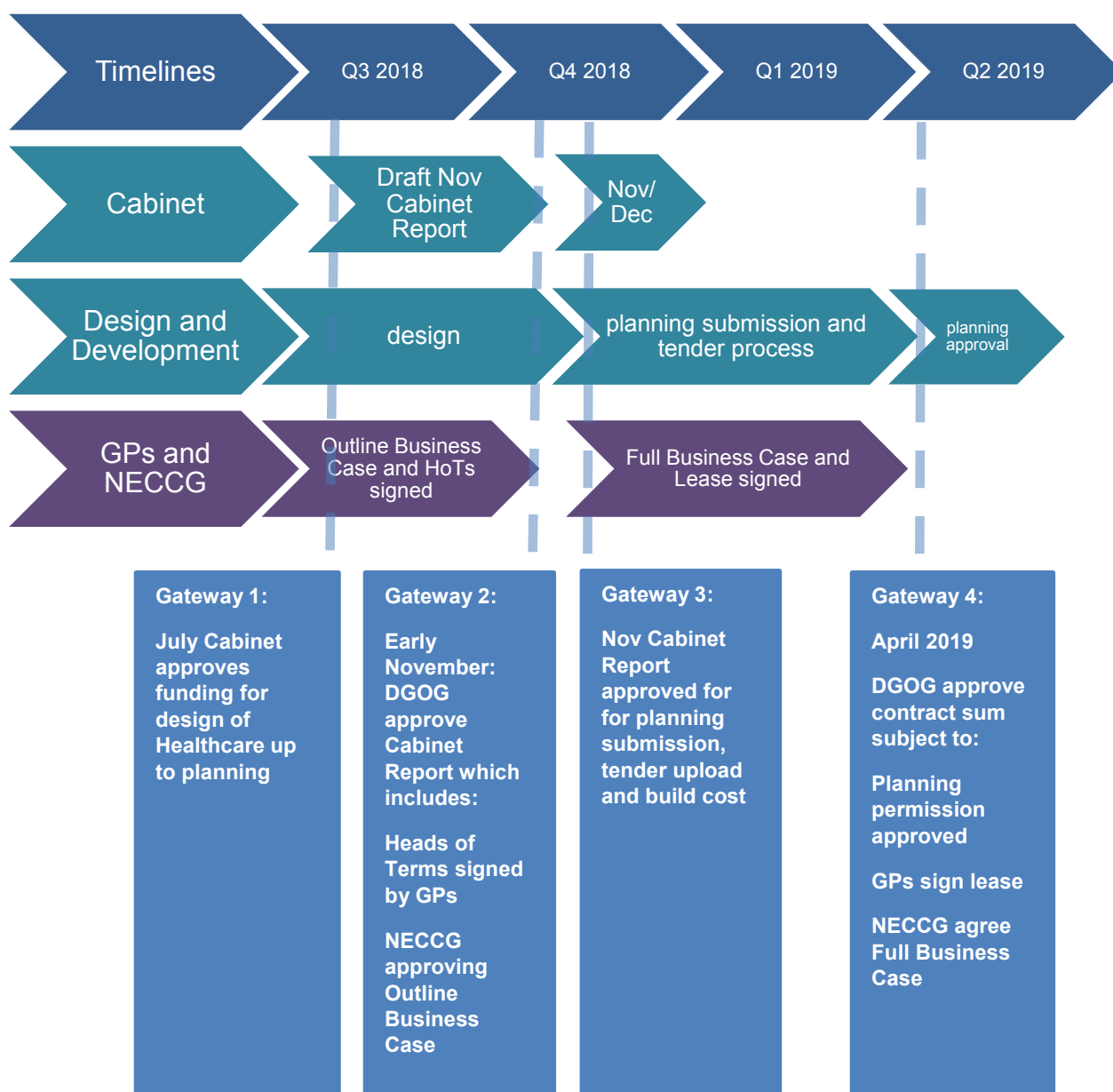
4.1 The timescales are summarised below and assumes on approval from Cabinet four key gateways:

- July 2018: Procurement of consultants to commence after Council approval
 - July-December 2018 Member's Reference Group Workshops
- September 2018: approval of consultants
- December 2018: Member Reference Group and Management Board approval of draft February Cabinet Report and Recommendations.
- February 2019: Cabinet and Council approval for the set-up of the Development Company and planning permission for Council sites



5 Healthcare Centre – Sible Hedingham

- 5.1 The Council is to receive land, under a Section 106 Agreement, on the former Premdor site in Sible Hedingham for the provision of a health facility. With this requirement for the land use there is the option of the Council building and leasing a health facility which is being explored.
- 5.2 A request for a budget allocation of £80,000 is therefore also requested to engage consultants to design and develop a planning submission for a healthcare facility on the land to be transferred.
- 5.3 It is proposed that a further Cabinet Report will be submitted in November 2018 for approval to proceed with a planning submission, tender submission and to approve funds for the contract sum for the build. These approvals will be subject to key gateways including the Heads of Terms being signed and the eventual leased being signed.



6 Summary of Financial Requirements

- 6.1 The total value of the funding to design and develop approximately five sites to a planning submission and to develop the Business Case for the Council's Housing Development Company is £495,980.
- 6.2 The budget requested to design and develop a health facility on the former Premdor site is £80,000.
- 6.3 It is proposed that the Council funds the request for a Design and Feasibility budget of £575,980 from the following two sources:
- 6.4 £495,980 from the Affordable Housing Budget (total budget allocation in 2018/19 is £1.16million); and £80,000 from the unallocated balance of New Homes Bonus.

Recommendation from Cabinet – 9th July 2018 – I-Construct Development and Financial Update and Proposals (PUBLIC)	Agenda No: 9
---	---------------------

Portfolio	Corporate Service and Asset Management
Corporate Outcome:	A sustainable environment and a great place to live, work and play A well connected and growing district with high quality homes and infrastructure A prosperous district that attracts business growth and provides high quality employment opportunities Residents live well in healthy and resilient communities where residents feel supported A high performing organisation that delivers excellent and value for money services Delivering better outcomes for residents and businesses and reducing costs to taxpayers
Report presented by:	Councillor Tom Cunningham, Cabinet Member for Economic Development
Report prepared by:	Emma Wisbey, Governance and Member Manager

Background Papers:	Public Report
Corporate Strategy 2016-2020 Reports and Minutes of Cabinet – 23rd May 2016 and 9th July 2018 ,	Key Decision: N/A

MINUTE EXTRACT

CABINET – 9th July 2018 – Minute 22

****I-CONSTRUCT DEVELOPMENT AND FINANCIAL UPDATE AND PROPOSALS**

Minutes Published: 13th July 2018
Call-in Expires: 23rd July 2018

(Note:- The references in both the public and private Agenda reports to a Cabinet meeting on 23rd May 2018 are incorrect and should state 14th May 2018).

INFORMATION: Members were reminded that this Item was linked to Item 12a in the Private Session of the Agenda, and that if any Member wished to refer to

the private information contained within the report for that Item, it would be necessary for the meeting to be moved into Private Session.

DECISION: That, under Section 100(A)(4) of the Local Government Act 1972 the public and press be excluded from the meeting if it is necessary to discuss Item 12a of the Agenda and the Private Report, on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12(A) of the Act.

Both Agenda Items were taken together to enable consideration of all issues. It was not necessary for the meeting to be moved into Private Session.

INFORMATION: Consideration was given to a further report on the proposed I-Construct (Innovation in Construction) project. This matter had previously been considered by the Cabinet on 14th May 2018.

The I-Construct project represented an opportunity for Braintree District Council to work in partnership to deliver a flagship Innovation Centre with European Regional Development Fund (ERDF) capital. The proposed Centre would provide a focal point for business support, job creation and product development in the construction sector and it would reach across the South Essex Local Enterprise Partnership (SELEP) region. The project would contribute to the delivery of the Council's Plan for Growth, help to meet the objectives of the current Corporate Plan and assist in enabling the delivery of over 14,000 homes required by the Local Plan and 43,000 homes via North Essex Garden Communities. The proposal would include the design and development of a BREEAM Excellent Innovation Centre on the District Council-owned site at Braintree Enterprise Centre which would be rebranded as an Innovation Park.

The I-Construct project would be led by the Haven Gateway Partnership (HGP) with Essex County Council (ECC) acting as the Accountable Body and Braintree District Council, the Building Research Establishment (BRE), Colchester Institute and Daedalus Environmental as delivery partners. HGP would set up a dedicated I-Construct project team led by a project manager who would ensure effective programme management and co-ordination throughout the project.

It had been proposed that the District Council would contribute £750,000 towards this £7.5 million project on the basis that ECC would also contribute the same amount. However, ECC had declined to fund the project on a grant basis and had offered two alternative loan options instead. These had been reviewed by Officers along with two other options which were for the District Council to borrow £750,000 from elsewhere, or to utilise an additional £750,000 from the Business Rates Pool. Following an analysis, it was proposed to proceed with the project by increasing the District Council's contribution from the Business Rates Pool to a total of £1,500,000 and providing in-kind support of £160,000. If the bid was successful, a further £800,000 would be provided from the ERDF.

DECISION (PUBLIC REPORT):

That Cabinet reaffirms the decisions taken on 14th May 2018 to affirm:

- (1) The principle of the proposed development as set out in the report, and approval for the implementation of the proposed development.
- (2) The following delegations to the Corporate Director (Sustainable Development) in consultation with the Cabinet Member for Economic Development and Regeneration to:
 - 2.1 Approve the project key decision gateways outlined in the report;
 - 2.2 Approve the submission of a full planning application, provided that the terms set out in the report are met;
 - 2.3 Approve final terms for the “in-kind” land, assets and office space in line with the terms set out in the report, subject to the financial constraints set out in these recommendations;
 - 2.4 Approve supplementary legal agreements relating to land, access and the management of third party interests in the site within the budget for the project;
 - 2.5 Approve entering into necessary service contracts for ongoing maintenance and management of the site within the budget for the project.

That Cabinet agrees to the following recommendations:

- (3) That Cabinet approves the proposal for Braintree District Council to fund and deliver the Innovation Centre as part of the I-Construct programme, together with a recommendation to Council to approve a capital budget of £1,500,000 towards the project scheme for all professional, construction and associated scheme development costs.
- (4) Delegation to the Corporate Director (Sustainable Development) in consultation with the Cabinet Member for Economic Development and Regeneration, to approve revised scheme costs with the ability to vary costs based on a 5.00% variation to the total scheme costs.
- (5) That recommendation 2.3 in the report of 14th May 2018 be amended to read: “Approve the commencement of a tender process for construction contracts;” removing the requirement for a planning application to be submitted in advance.

That Cabinet **Recommends to Council:**

- (6) That Council notes the principles of the decisions of Cabinet and approves a capital budget of £1,500,000 towards the project scheme for all professional, construction and associated scheme development costs.
- (7) The approval to commit £1,500,000 from the Council's Business Rates Pool Reserve.

REASON FOR DECISION: To agree the development delivery proposals and financial arrangements for the I-Construct scheme to enable this project to move forward following the change in funding arrangements.

DECISION (PRIVATE REPORT):

That Cabinet reaffirms the decisions taken on 14th May 2018 to affirm:

- (1) The principle of the proposed development as set out in the report, and approval for the implementation of the proposed development.
- (2) The following delegations to the Corporate Director (Sustainable Development) in consultation with the Cabinet Member for Economic Development and Regeneration to:
 - 2.1 Approve the project key decision gateways outlined in the report;
 - 2.2 Approve the submission of a full planning application, provided that the terms set out in the report are met;
 - 2.3 Approve final terms for the “in-kind” land, assets and office space in line with the terms set out in the report, subject to the financial constraints set out in these recommendations;
 - 2.4 Approve supplementary legal agreements relating to land, access and the management of third party interests in the site within the budget for the project;
 - 2.5 Approve entering into necessary service contracts for ongoing maintenance and management of the site within the budget for the project.

That Cabinet agrees to the following recommendations:

- (3) That Cabinet approves the proposal for Braintree District Council to fund and deliver the Innovation Centre as part of the I-Construct programme, together with a recommendation to Council to approve a capital budget of £1,500,000 towards the project scheme for all professional, construction and associated scheme development costs.
- (4) Delegation to the Corporate Director (Sustainable Development) in consultation with the Cabinet Member for Economic Development and Regeneration, to approve revised scheme costs with the ability to vary costs based on a 5.00% variation to the total scheme costs.
- (5) That recommendation 2.3 in the report of 14th May 2018 be amended to read: “Approve the commencement of a tender process for construction contracts;” removing the requirement for a planning application to be submitted in advance.

That Cabinet **Recommends to Council:**

- (6) That Council notes the principles of the decisions of Cabinet and approves a capital budget of £1,500,000 towards the project scheme for all professional, construction and associated scheme development costs.
- (7) The approval to commit £1,500,000 from the Council's Business Rates Pool Reserve.

REASON FOR DECISION: To agree the development delivery proposals and financial arrangements for the I-Construct scheme to enable this project to move forward following the change in funding arrangements.

Recommended Decision:

That it is recommended to Full Council:

1. That Council notes the principles of the decisions of Cabinet and approves a capital budget of £1,500,000 towards the project scheme for all professional, construction and associated scheme development costs.
2. The approval to commit £1,500,000 from the Council's Business Rate Pool Reserve.

Members are advised that Decisions 1 to 5 set out in the Minute extract above were a matter for Cabinet and do not require the approval by Full Council.

Purpose of Decision:

To agree the development delivery proposals and financial arrangements for the I-Construct Scheme to enable this project to move forward following the change in funding arrangements.

I-Construct Development and Financial Update and Proposals		Agenda No: 9a
Portfolio Corporate Outcome:	Economic Development A sustainable environment and a great place to live, work and play A well connected and growing district with high quality homes and infrastructure A prosperous district that attracts business growth and provides high quality employment opportunities Residents live well in healthy and resilient communities where residents feel supported A high performing organisation that delivers excellent and value for money services Delivering better outcomes for residents and businesses and reducing costs to taxpayers	
Report presented by:	Councillor Tom Cunningham, Cabinet Member for Economic Development	
Report prepared by:	Benedict Binns, Strategic Project Manager	
Background Papers:		Public Report
<u>Corporate Strategy 2016-2020</u> <u>Agenda and Minutes for Cabinet - 23rd May 2016</u>		Key Decision: Yes
Executive Summary:		
<p>The Council's participation in this £7.5million project originally required funding of £750,000 on the basis that Essex County Council (ECC) would also be a contributor to the project of the same amount. ECC declined to fund the project on a grant basis and two alternative loan options were offered to the Council.</p> <p>Officers reviewed both options along with two further options: the Council borrowing the additional £750,000 or using an additional £750,000 from the Business Rates Pool.</p> <p>It is proposed to proceed with the project by increasing the Council's contribution from the Business Rates Pool ensuring rental incomes were maintained. Cabinet Approval was obtained for £750,000, but as the Council is now committed to increase funding it was agreed to re-submit this Cabinet Report for approval.</p> <p>The Council now propose to provide capital funding of £1,500,000 towards the I-Construct (Innovation in Construction) European Regional Development Fund (ERDF) project and reconfiguration of Ignite House as well as in-kind support of £160,000 ensuring compliance with the ERDF Grant Agreement conditions in relation to the lifetime of the asset and monitoring net revenue generation.</p>		

Using the Corporate Investment Evaluation Tool as a guide for this project the proposed investment has produced a weighted score of 5.8. As this project has significant scores in Corporate Strategy Priorities and Customer/Stakeholder Impacts in providing new jobs, products, business support and start-up opportunities to a priority business sector, it is recommended for approval.

The I-Construct project represents an opportunity for Braintree District Council (the Council) to work in partnership to deliver a flagship Innovation Centre with ERDF capital. The Centre will provide a focal point for business support, job creation and product development in the construction sector and will have reach across the South Essex Local Enterprise Partnership (SELEP) region.

The project contributes to the delivery of the Council's Plan for Growth and will assist in meeting the objectives of the current Corporate Plan. By promoting innovation in construction, it is expected that I-Construct will assist in enabling the delivery of over 14,000 homes required by the Local Plan and the 43,000 homes via North Essex Garden Communities.

I-Construct fits with the Council's overall strategy to invest in employment sites in the District, in order to stimulate business start-up and growth, deliver high-quality jobs and attract inward investment. Other current and pipeline projects include Witham Enterprise Centre, Osier House Rural Business Hub, Braintree Enterprise Centre Phase 2 and Great Notley Employment site.

The I-Construct project will be led by Haven Gateway Partnership (HGP) with ECC as the Accountable Body with the Council, Building Research Establishment (BRE), Colchester Institute and Daedalus Environmental as delivery partners. HGP will set up a dedicated I-Construct project team which will be based in Braintree and led by a project manager who will ensure effective programme management and co-ordination throughout the project. HGP will employ a full time communications and marketing manager and establish a budget to implement the project's marketing strategy which will focus on generating leads and enquiries. HGP, supported by Delivery Partners, will deliver awareness-raising and networking events to ensure the project is supported by recommendations from the Growth Hubs, local business organisations and Local Authority Economic Development teams to direct businesses to the project.

The I-Construct project, if successful in gaining funding from ERDF, will join the ten existing ERDF projects in the SELEP area, including the £5.7 m TALE project which is also being led by the HGP and aims to support the development of the logistics sector across SELEP and NALEP. Current similar ERDF projects focussed on supporting SMEs, which Essex County Council is leading or involved as a Delivery Partner, include the Low Carbon in the South East (LoCASE), South East Invest and South East Business Boost projects.

The Council's delivery will include the design and development of a BREEAM Excellent 629m² Innovation Centre on the Council owned Braintree Enterprise Centre which will be rebranded as an Innovation Park. The Council will act as a delivery partner of the project with specific responsibility for managing the development of the Innovation Centre building and acting as landlord to the project, once the building is completed. The Council will also own and operate the Innovation Centre once the project is completed. The Innovation Centre will act as the new main entrance for the rebranded

Innovation Park with Ignite House to be reconfigured to increase office space.

The Council's funding of £1,500,000 (£1,400,000 towards the Innovation Centre and £100,000 towards the reconfiguration of Ignite House) is to be met from the Business Rates Pool reserve and, if the bid is successful, a further £800,000 from ERDF will be provided.

A Project Board for the ERDF project will be established and consist of the Council, HGP, delivery partners and ECC who will provide scrutiny of the ERDF project and targets in their role as an accountable body to Ministry of Housing, Communities and Local Government (MHCLG).

The ERDF project will be led by the HGP's project management team (with ECC acting as the Accountable Body). A Service Level Agreement (SLA) will be in place between the Council and HGP via ECC, the Accountable Body, within three months of the main contract which will outline the agreed services and responsibilities of the Council to the project.

It is proposed that the council will approve key decisions in four Gateways on funding, design, tender, cost and legal implications of the I-Construct project before committing to the next stage. The final gateway is in January 2019 where the Council will sign the Contract Sum subject to ERDF funds being awarded.

Recommended Decision:

That Cabinet reaffirms the decisions taken on the 23rd May 2018 to affirm:

1. The principle of the proposed development as set out in the report, and approval for the implementation of the proposed development.
2. The following delegations to the Corporate Director (Sustainable Development) in consultation with the Cabinet Member for Economic Development and Regeneration to:
 - 2.1 Approve the project key decision gateways outlined in the report.
 - 2.2 Approve the submission of a full planning application, provided that the terms set out in the report are met;
 - 2.4 Approve final terms for the "in-kind" land, assets and office space in line with the terms set out in this report subject to the financial constraints set out in these recommendations;
 - 2.5 Approve supplementary legal agreements relating to land, access and the management of third party interests in the site within the budget for the project;
 - 2.6 Approve entering into necessary service contracts for ongoing maintenance and management of the site within the budget for the project;

That Cabinet agrees to the following recommendations:

3. That Cabinet approve the proposal for Braintree District Council to fund and deliver the Innovation Centre as part of the I-Construct programme, together with a recommendation to Council to approve a capital budget of £1,500,000 towards the project scheme for all professional, construction and associated scheme development costs.
4. Delegation to the Corporate Director (Sustainable Development) in consultation with the Cabinet Member for Economic Development and Regeneration, to approve revised scheme costs with the ability to vary costs based on a 5.00% variation to the total scheme costs
5. That the recommendation 2.3 in the report of the 23rd May 2018 be amended to read: "Approve the commencement of a tender process for construction contracts;" removing the requirement for a planning application to be submitted in advance.

That Cabinet recommends to Council:

6. That Council notes the principles of the decisions of Cabinet and approves a capital budget of £1,500,000 towards the project scheme for all professional, construction and associated scheme development costs.
7. The approval to commit £1,500,000 from the Council's Business Rate Pool Reserve.

Purpose of Decision:

To agree the development delivery proposals and financial arrangements for the I-Construct Scheme to enable this project to move forward following the change in funding arrangements.

Any Corporate implications in relation to the following should be explained in detail.	
Financial:	<p>It is proposed that the I-Construct scheme is funded with an allocation of £1,500,000 from the Council's Business Rate Pool reserve (this is money generated by the Council from its participation in the Essex Business Rate Pool, which has resulted in savings on the levy that would otherwise have been paid to Government as a result of business rate growth in the District)</p> <p>Subject to obtaining further specialist VAT advice, the initial intention is for the Council to opt to tax the development in order that the VAT on the construction works and associated costs is recoverable.</p> <p>The Council has applied its Corporate Investment Evaluation Tool to this option which evaluates and scores key investment criteria to provide an overall score for the proposed investment which can be measured against other alternative investment opportunities. Officer and councillor evaluation of this option has produced a weighted score of 5.8.</p>
Legal:	<p>Agreement of all lease documents, determination of Title and agreement of the eventual construction contract are being undertaken by the Council.</p> <p>All professional team appointments have been made in compliance with the relevant procurement regulations.</p> <p>Selection of the eventual main construction contractor will be via a competitive tender process, compliant with the requirements of the 'Official Journal of the European Union' (OJEU) procurement rules.</p> <p>The main contractor will be engaged on the basis of an appropriate and robust design and build contract to reflect risk and protect the Council's interests.</p> <p>Members must be mindful that the decision to proceed with this redevelopment project including the submission of a planning application does not determine the approach the Council (through the Planning Committee) will take when determining the application which will be made in relation to relevant planning policy requirements.</p>
Safeguarding:	<p>All Members of the professional team and the eventual main construction contractor are required to provide satisfactory safeguarding policies as a prerequisite for selection.</p>

Equalities/Diversity:	<p>The new buildings will comply with all relevant disabled access requirements.</p> <p>All Members of the professional team and the eventual main construction contractor are required to provide satisfactory equality and diversity policies as a prerequisite for selection.</p> <p>There are no indications that to proceed with this project would have an impact on the protected characteristics for any individuals.</p>
Customer Impact:	<p>The project will assist in creating high-quality employment and training opportunities for residents both in the District and beyond.</p> <p>Further details on the project's customer impact are provided at section 'Impact Assessment'.</p>
Environment and Climate Change:	<p>The Innovation Centre will be built to BREEAM Excellent standard, in accordance with ERDF requirements.</p>
Consultation/Community Engagement:	<p>HGP along with their partners have begun a process of extensive engagement with the business community to understand business needs for the project.</p> <p>The public have a statutory right to comment on the proposals via the planning process.</p> <p>Prior to submission of planning, engagement will be undertaken with current users of the Braintree Enterprise Centre.</p>
Risks:	<p>Please see section 6 'Risk Assessment' and <u>Appendix 1</u> 'Risk Plan'.</p>
Officer Contact:	Benedict Binns
Designation:	Strategic Project Manager
Ext. No:	2584
E-mail:	Benedict.binns@braintree.gov.uk

1 Background

- 1.1 The Council's participation in this £7.5million project originally required funding of £750,000 on the basis of that ECC would also be a contributor to the project of the same amount. ECC declined to fund the project on a grant basis and two alternative loan options were offered to the Council.
- 1.2 ECC offered a loan at rates that could be obtained by the Council themselves which offered no financial advantage. An alternative loan option was also considered in which ECC would retain an equity option in the Innovation Centre. Officers reviewed both options along with two further options: the Council borrowing the additional £750,000 or using an additional £750,000 of the Business Rates Pool.
- 1.3 Both ECC options would reduce rental income to the Council and were not recommended. The Council borrowing the additional £750,000 itself also reduced rental income and was also rejected. Instead, it is proposed to proceed with the project by increasing the Council's contribution from the Business Rates Pool ensuring rental incomes were maintained.
- 1.4 The Council's proposed new commitment to the project for approval is as follows:
 - 1.4.1 The Council's funding of £1,500,000 (£1,400,000 towards the Innovation Centre and £100,000 towards the reconfiguration of Ignite House)
 - 1.4.2 If the ERDF bid is successful, £800,000 from ERDF.
 - 1.4.3 £160,000 of in-kind revenue funding through donating the value of the land to the project for three years
 - 1.4.4 Management of the design and build of the Innovation Centre
- 1.5 The Council's Corporate Strategy and its Plan for Growth have a number of objectives:
 - 1.5.1 Enabling suitable employment sites and premises
 - 1.5.2 Providing support to help businesses to start and grow
 - 1.5.3 Support existing businesses through ensuring access to business advice, access to finance, and business energy advice
 - 1.5.4 Identify businesses with innovation potential and support collaboration with higher education
 - 1.5.5 Stimulate inward investment
- 1.6 It is in the context of these opportunities that the Council's participation in the £7.5million I-Construct ERDF project is proposed.
- 1.7 The I-Construct bid is a multi-partner project to provide a business support programme to encourage innovation in construction within the SELEP region

with a proposed new 629m² Innovation Centre on the Council's owned Braintree Enterprise Centre acting as a hub and centre of excellence for construction innovation.

- 1.8 The I-Construct project is led by HGP with ECC, the Council, BRE, Colchester Institute and Daedalus Environmental as partners. An initial bid submitted to the MHCLG who administer ERDF bids, was successful and passed through to the full business case round which is due to be submitted after cabinet and council approval.
- 1.9 Provided funding is secured from ERDF, the Council's key benefits of being part of this project are:
 - 1.9.1 A flagship asset for a contribution of £1,500,000
 - 1.9.2 New BREEAM Excellent flagship asset
 - 1.9.3 Reconfigured Ignite House to increase the number of offices to let
 - 1.9.4 Within the SELEP region:
 - 1.9.5 350 SMEs in the construction supply chain provided with business support
 - 1.9.6 130 new jobs
 - 1.9.7 The launch of 150 new products or services to the market.
- 1.10 Cabinet Approval was obtained for £750,000, but as it is now proposed to increase funding it was agreed to re-submit this Cabinet Report for approval for the £1,500,000 of funding from the Council's Business Rate Pool reserve and to provide the land for the duration of the three year project as part of the in-kind contribution.
- 1.11 Using the Corporate Investment Evaluation Tool as a guide for this project the proposed investment has produced a weighted score of 5.8. The table below provides a summary of the score with the full details found in appendix 3.
- 1.12 As this project has significant scores in Corporate Strategy Priorities and Customer/Stakeholder Impacts in providing new jobs, products, business support and start-up opportunities to a priority business sector, it is recommended for approval.

Scoring Categories	Costs and Benefits	Score	Weighted score
Financial	<ul style="list-style-type: none"> • Cost of implementation: £1,500,000 • Revenue Impact: Increased rental income after 3 years but restrictions on sale and tenancy for 12 years 	3	1.05
Corporate Strategy	<ul style="list-style-type: none"> • BREEAM Excellent Innovation Centre • Showcase of sustainable built environment technologies • Construction supply chain development • Supporting innovation and acceleration of delivery via off-site construction; • Provide new premises – Innovation Centre • Job creation of 130 new jobs in SELEP • 150 new products in SELEP • Provide business support • Generation of business rates 	9	2.25
Impact Assessment	<ul style="list-style-type: none"> • Significant and positive impact on the Council's reputation, stated Corporate Strategy objectives and future income streams. • support the Council's Plan for Growth to increase GVA per capita by enhancing Infrastructure, Skills and Business Support 	7.5	1.5
Risk	<ul style="list-style-type: none"> • Risks regarding the European Funding have been minimised. The two key risks are: <ul style="list-style-type: none"> ○ not attracting tenants to the Innovation Centre which will be mitigated through careful design and review of the SLA with HGP to ensure the building is attractive to a wide range of tenants; ○ ERDF do not fund the project. In this case the project has been designed to ensure that gateways are timed to halt the project before a contract sum is agreed. The design costs are covered by an ECC grant which mitigates against the projected aborted costs if ERDF do not fund the project. 	5	1.0
	TOTAL SCORE		5.8

1.13 The proposed I-Construct project is part of the Council's overall strategy to invest in employment sites in the District. The other current projects can be summarised as follows:

- 1.13.1 Witham Enterprise Centre: a new 1.5 hectare business park close to the A12, providing commercial premises to allow for the creation of new jobs and the retention and growth of companies. The required land has been secured via a Section 106 Agreement and is likely to be transferred to the Council ownership within the next two years, subject to residential sales completions on the site;
- 1.13.2 Osier House, Sible Hedingham: a new rural enterprise hub, providing six office spaces and ancillary communal facilities has reached completion. The legal transfer to the Council is underway and the Asset Management team is actively marketing the units. The new building has been delivered at zero capital cost to the Council, via a Section 106 Agreement;
- 1.13.3 Braintree Enterprise Centre Phase 2: construction is underway of four new grow-on units on the Council-owned land at the rear of the existing Enterprise Centre. This project assists in meeting an identified shortage for such grow-on units, allowing the growth and retention of local SMEs. The units will reach completion in summer 2018;
- 1.13.4 Great Notley Employment Site: Cabinet approval has been secured to acquire 63 acres of employment land. This project represents the largest development of employment land in the District and will generate circa 2,000 new jobs. A full business case is now being produced and will be presented for approval in autumn 2018.
- 1.14 Subject to approval and delivery, the I-Construct project would bring the total investment in new employment facilities at the Braintree Enterprise Centre since 2015 to £4.3 million

2 I-Construct

- 2.1 The project will be led by the Haven Gateway Partnership, who will set up a dedicated I-Construct project team which will be based in Braintree and led by a project manager who will ensure effective programme management and co-ordination throughout the project. The project manager will manage operational activities including collaboration with the Delivery Partners and reporting to the HGP Management Team who will provide management and leadership support to the project team and fully participate in the business support programme.
- 2.2 The project has budgeted for a full time communications and marketing manager and a budget to implement the project's marketing strategy which will focus on generating leads and enquiries. This will include formal launch and PR activities, project branding, digital and printed promotional materials, a project website and social media channel development. Budget has also been included for advertising, web site optimisation, Innovation Hub branding and marketing and attending networking events, conferences and joining existing membership organisations in the sector so that the project can reach the target beneficiaries efficiently.
- 2.3 The project has also been designed to provide an offer to SMEs which is

focussed on giving them a long term commercial advantage in order to attract companies to the project. Awareness-raising events and networking along with a marketing campaign, will be the route to signing up eligible businesses to participate in the project. The Haven Gateway Partnership and the Delivery Partners have contacts with a range of SMEs across SELEP and, together with recommendations from the Growth Hubs, business organisations and Local Authority Economic Development teams, SMEs will be directly invited to attend these events and receive marketing communications. The project also has two Business Support Facilitators whose role it is to network, attend business events, follow up enquiries and then to work with SMEs to identify their support needs in 1:1 meetings and help them to access the project's support.

- 2.4 If successful in winning the ERDF funding, the I-Construct project will join the ten existing ERDF projects in the SELEP area, including the £5.7 m TALE project which is also being led by the Haven Gateway Partnership and aims to support the development of the logistics sector across SELEP and NALEP. Current similar ERDF projects focussed on supporting SMEs, which Essex County Council is leading or involved as a Delivery Partner, include the Low Carbon in the South East (LoCASE), South East Invest. South East Business Boost projects. I-Construct has been designed to complement these existing projects and address a specific market need as there are no existing business support programmes to support the construction sector and its supply chain, even though it is by far the largest priority sector in the SELEP area and faces significant structural and productivity challenges which need to be overcome through innovation.
- 2.5 The purpose of I-Construct
 - 2.5.1 I-Construct is a targeted business support programme which will improve productivity in the construction sector in the SELEP area, in order to accelerate the delivery of high quality and sustainable housing and infrastructure (including Ministry of Housing Communities and Local Government supported Garden Community sites) and to generate economic growth in construction and related priority growth sectors in the supply chain such as ICT, Advanced Manufacturing and Engineering and Renewable Energy.
 - 2.5.2 I-Construct will achieve this by enhancing the competitiveness of 350 SMEs operating within, or supplying to, the construction industry by promoting entrepreneurship and increasing SME growth capacity and capability in line with the ESIF/ERDF Operational Programme, SELEP ESIF Strategy and in support of national and local SEP targets for sustainable economic growth and housing delivery. Outcomes and results will include the creation of 130 new jobs in SELEP and the launch of 150 new products or services to the market.
 - 2.5.3 The project's business support is specifically designed to meet the needs of SMEs both in the construction sector itself and in other priority growth sectors in SELEP which offer the technological, manufacturing and process innovations needed by the construction sector to accelerate delivery and achieve sustainable growth.
 - 2.5.4 The SELEP region is ideally placed to lead this agenda as it has the largest proportion of construction companies amongst all LEPs and has the priority

sectors of: Energy and Environmental Technologies; ICT and Digital; Ports and Logistics; and Advanced Manufacturing and Materials; which if linked to the Construction sector will enable truly sustainable and high-quality growth and enhance the productivity of participating SMEs across multiple sectors in the Construction supply chain.

2.6 I-Construct Partners

I-Construct is led by the HGP project management team, with ECC acting as the accountable body.

2.6.1 HGP

HGP will be responsible for:

- Project leadership and project management
- Recruitment and management of central project team
- Communications and marketing management
- Financial and compliance management working with the ECC Finance Partner;
- Innovation network and business support delivery
- Grant programme management
- Co-ordination of delivery partner activity
- SELEP HDG strategy alignment
- Homes England and LA sites identification
- ERDF claim management
- Performance management
- Compliance monitoring and liaison with MHCLG.

2.6.2 ECC

ECC as the Accountable Body for the project will be responsible for:

- Financial management support including creating project cost centre in HGP budget;
- ERDF claim submission to MHCLG
- Procurement compliance gateway checks
- ERDF re-distribution to SMEs and partners
- Procurement and payment of suppliers via HGP
- Financial reports
- HR services
- Legal advice
- Participation in innovation network and links to other ECC activity e.g. innovation or housing delivery
- Submission of claims for ECC staff time
- Participation in Audit; compliance monitoring and internal management reporting

2.6.3 Braintree District Council

As a Delivery Partner, the Council will assume specific responsibility for managing the development of the Innovation Centre and acting as landlord to the project, once the building is completed.

The Council are providing significant match and in-kind funding and will also own and operate the Innovation Centre once the project is completed, ensuring compliance with the ERDF Grant Agreement conditions in relation to the lifetime of the asset and monitoring net revenue generation.

Specifically, the Council will contribute to:

- General project management activity via contributing to the Steering Group
- Raise awareness of the project amongst SMEs
- Innovation Centre build delivery and development of materials and events related to the build to support SME engagement
- Provision of agreed level of match funding
- Operation of the Hub as landlord through facilities management and service charge
- Project management via the Steering Group and Grants Panel
- Participation in the innovation network
- Submission of claims and participation in Audit
- Compliance monitoring and internal Council management reporting

2.6.4 The Buildings Research Establishment

BRE is a world leading multi-disciplinary building science centre with a mission to improve buildings through research and knowledge generation. BRE will act as a delivery partner providing strategic input and advice and linking the project to BRE's wider activities and Innovation Park Network.

2.6.5 Colchester Institute (CI)

CI will act as a delivery partner supporting the innovation network through knowledge exchange activity, providing expertise in construction and support for entrepreneurship activity involving students, employers and other FE providers in the SELEP area. CI's technical team will also advise on the specification of the equipment in Innovation Centre's Lab and provide guidance and support to users of the Lab, offering regular hands-on sessions and remote technical support. CI is a provider of high quality vocational education throughout north Essex, operating across campuses in Colchester, Braintree and Clacton and provides training to a wide range of sectors including the construction industry.

2.6.6 Daedalus Environmental

Daedalus Environmental, located in Kent, is a specialist SME not for profit consultancy with expertise in the application of renewable energy and storage technologies, off site construction methods and planning and design for expansion of electric vehicle infrastructure and improving housing sustainability standards. Daedalus Environmental will support our Supply Chain development work to engage SMEs in business opportunities around new technologies, sustainability and around major development sites.

2.7 Project Details

2.7.1 I-Construct will create a permanent physical and virtual Innovation Centre and construction supplier and innovation network which will enable innovation, collaboration and jobs growth across construction supply chains, in order to

create the capacity in the sector to accelerate the delivery of housing and infrastructure in line with SELEP growth targets.

2.7.2 The hub and network will focus on three areas:

1. Supply chain development - creating market opportunities for SME suppliers and entrepreneurs by connecting them with commissioners from the public, housing and private sectors and large industry contractors and working with SMEs on awareness of the development pipeline and procurement readiness;
2. Innovation-based growth strategy development – encouraging and supporting the development or adoption of new construction methods, technologies, business models or service offers into SME business growth strategies;
3. Increasing entrepreneurship - supporting entrepreneurs to launch new products and services into the construction market and coaching students at FE and HE to develop start-up ideas for the construction market

2.3.2 Areas of work within the project include:

- Building awareness of the need for innovation in the sector and raising awareness of the support that is available for SMEs via the project and the Growth Hubs
- Working with partners in SELEP to build awareness of long term development pipeline and to develop supply chain capacity for delivery of larger scale projects
- Working with major site promoters and commissioners in the public sector to provide routes to market for SMEs, to give them scale-up opportunities and shared risk opportunities for innovation by adopting new technology or new methods;
- construction supply chain development including SME procurement readiness and opportunities for SME consortia;
- Supporting innovation and acceleration of delivery via off-site construction and modular build;
- Supporting innovation and improved quality of delivery via promoting adoption of BIM, ICT, renewables;
- Support for R&D and new product/service launches via technology readiness advice and support to showcase and market test innovations
- Generating opportunities for job creation via market opportunities and business strategy, including considering apprenticeships as a route to additional capacity or capability
- Student entrepreneurship – promoting the opportunities in the construction sector for FE and HE graduates and start-ups.
- Start-up support to access construction markets

3 Design Scheme Proposals for Innovation Centre

3.1 AHR are appointed as the multi-disciplinary designers for this project and are appointed to RIBA Stage 2. AHR have designed a number of award winning state of the art facilities that provide flexible managed workspace for small businesses and start-ups including:

3.1.1 Poole Innovation Centre which is managed by Plymouth University in a joint venture with Cornwall Council. The building provides shared meeting, conference and social spaces which encourage collaboration and knowledge sharing. Design focused, the building achieved high standards of internal environmental quality and comfort utilising natural ventilation and day light.

3.1.2 Innovation and Enterprise Centre, University of Leeds: set to open in autumn 2018, the centre will provide flexible office, laboratory, seminar and lecture theatre space. The ground floor boasts a central atrium area for exhibitions and a cafe, a large lecture theatre and a number of flexible seminar suites for conference facilities. It will be a hub for the growing innovation community in Leeds, creating new jobs and investment.

3.2 Current design

The current design proposals include the following:

- A state of the art BREEAM Excellent Innovation Centre
 - 629m2 Gross Internal Area
 - Lobby
 - Exhibition area
 - Technology Suite
 - Conference facilities
 - Offices
- Reconfigured Ignite House
 - Change of conference and reception area to offices
 - Connection to Innovation Centre

3.3 Current Costs:

The detailed design proposals have been costed by the Council's quantity surveyor, Potter Raper Partnership (PRP) and are within the current budget envelope as suggested below.

3.4 (This table is part of the Private Report Only)

3.5 Operations

- 3.5.1 The management of the asset as well as the current Braintree Enterprise Centre (to be renamed as an Innovation Park) will be undertaken by the Council. I-Construct ERDF business support including seminars, workshops and grant funding to SMEs will be managed by HGP and their delivery partners.
- 3.5.2 The Council will continue to collect the rental income and a service charge from the existing and new tenants from the newly renamed Innovation Park. The operation of the rest of the Innovation Park will be unaffected, and there will be no specific requirement for changes in tenant sector mix and the site will remain open to all businesses. Given the presence of the Innovation Centre it is expected that there may be a gradual shift towards businesses and start-ups within the target sectors.
- 3.5.3 For the ERDF project, the parcel of the council's land will be provided to the project for duration of the three year project as "in-kind" match funding. Once the Innovation Centre is built, ERDF state aid rules are that the building must be let on the open market with HGP via ECC as the Accountable Body applying to be a tenant. An independent valuation has stated that the market rental value of the whole Innovation Centre excluding service charges and VAT is £61,000 per annum.
- 3.5.4 Any tenant that secures the lease will result in the operation costs of the building being covered by rental and service charges including VAT.
- 3.5.5 Any catering or café provision within the Innovation Centre will have to be tendered using OJEU rules. Once the ERDF project is completed provided the Innovation Centre area does not make a surplus for the next ten years all income from the Centre can be kept by the Council.
- 3.5.6 Once the three year ERDF project is completed, ERDF rules stipulate that the Council must lease the spaces in the Innovation Centre to SMEs at market rent for the next 7-9 years. In addition there are restrictions in being able to sell the asset. Although these are restrictions, the Council already targets SMEs for its office and industrial units and would prefer to retain the asset for the long term. In addition, it is not clear how EU rules will apply post Brexit.

3.6 Fit Out

- 3.6.1 The fit out (including furniture) of the innovation centre will be funded from the capital budget. As it will be a BREEAM Excellent building, Solar PV, Heat Pumps, Battery Storage and other renewable technologies will be designed to ensure the running costs will be lower than average with heating costs kept to a minimum.
- 3.6.2 ERDF funding has been ring-fenced in the I-Construct capital budget outside the build budget to fund equipment to facilitate innovation for SMEs in construction. Examples of technology being considered are 3D printers,

robotics and BIM software allowing SMEs to access, at low cost, such technology to assist their projects.

4 Governance

- 4.1 A project board for the ERDF I-Construct project will be established and consist of the Council, HGP, other delivery partners and ECC who will provide scrutiny of the ERDF project and targets in their role as an accountable body to MHCLG, to ensure they are met as stated in the business case, budget and programme contained in the funding agreement with MHCLG. The Project Board will be supported by Project Teams overseeing the detail of the delivery of the capital and revenue elements of the programme separately.
- 4.2 The proposed ERDF project will be led by the HGP's project management team (with ECC acting as the Accountable Body). A Service Level Agreement (SLA) will be in place between the Council and HGP via ECC as the Accountable Body within three months of the main contract with MHCLG and will outline the agreed responsibilities of the Council as detailed in 2.2.3 to the project in relation to ERDF funding. These responsibilities are primarily:
- project manage the detailed design works for the I-Construct Innovation Centre using architects and contractors from existing or newly established OJEU-compliant frameworks
 - delivery of the Innovation Centre building
 - operation of the Innovation Centre
- 4.3 A draft SLA will be circulated for approval by the Council before the contract sum for the Innovation Centre is signed. The Contract Sum will only be approved once it is confirmed that ERDF funding is in place.
- 4.4 In the proposed ERDF bid, the governance arrangements state that HGP will lead a team to deliver the 3 year ERDF business support, provide ERDF project management, reporting and monitoring as well as undertaking the networking and business support across the SELEP area. HGP will be supported by various delivery partners with procured expert support which along with the HGP team.

5 Financial Requirements

- 5.1 The total value of the I-Construct Capital Project – the Innovation Centre - is as shown below. The funding of the Innovation Centre will now include:
- £1,500,000 from the Council (£1,400,000 for the Innovation Centre and £100,000 for the reconfiguration of Ignite House)
 - £160,000 in kind funding from the Council
 - £800,000 from ERDF
 - £250,000 Design Grant from ECC
- 5.2 There is no funding commitment required from the Council for the revenue

costs.

5.3 The table below highlights the funding sources and allocated budgets.

5.4 (This table is part of the Private Report Only)

Note the Council match includes £100,000 earmarked for the reconfiguration which is not part of the ERDF project.

5.5 Project Cost and Funding

5.5.1 The detailed design proposals have been costed by the Council's quantity surveyor, Potter Raper Partnership (PRP) and are within the current ERDF budget envelope.

5.5.2 The assumed funding is set out in the Table above. It is proposed that the Council fund its contribution of £1,500,000 from the Council's Business Rate Pool reserve.

6 Risks and Liabilities

A full risk plan is attached as Appendix 1 which considers all risks associated with the project, together with the Council's long-term liabilities in relation to ERDF funding. All risks are reported through the District Growth Officers Group and it is proposed that the Council approve key decisions in four Gateways on funding, design, tender, cost and legal implications before committing to the next stage.

4.3 and 4.4 are the key risks. Once the three year ERDF project is completed, ERDF rules stipulate that the Council must lease the spaces in the Innovation Centre to SMEs at market rent for the next 7-9 years. In addition there are restrictions in being able to sell the asset. Although these are restrictions, the Council already targets SMEs for its office and industrial units and would prefer to retain the asset for the long term. In addition, it is not clear how EU rules will apply post Brexit.

6.1

Category	Risk	Impact	Severity	Actions	Ownership
2.2 Legal and Statutory Controls	SLA with HGP on ERDF roles and responsibilities is not agreed	Delay to the programme.	A	Draft SLA to be agreed by October 2018 in Gateway 3	BDC & HGP
4.2 Operational	ERDF business support for Revenue project does not hit targets	ERDF audit and possible financial clawback from accountable body	A	Haven Gateway to review and ensure ERDF business support plan is robust. BDC to sign off in Gateway 1 and SLA in Gateway 4	HGP
4.3 Operational	Assets to be for approved use only for useful economic life:	ERDF audit and possible financial clawback	B	To ensure that the definition for use during the economic life of the asset is broad enough BDC to sign off in Gateway 4	BDC
4.4 Operational	Disposal of assets	ERDF audit and possible financial clawback	B	To ensure that the operation of the Innovation Centre is in line with ERDF Compliance requirements. BDC to sign off proposal in Gateway 1 and SLA in Gateway 4	BDC & HGP
5.2 Comms	Poor public relations If the project doesn't meet ERDF targets	ERDF financial clawback	A	Ensure that ERDF bid is robust. BDC to sign off in Gateway 4	BDC
9.1 Financial	ERDF funding is rejected	Innovation Centre cannot be built	A	Ensure ERDF bid submission is robust. BDC to sign off in Gateway 4	HGP

7 Impact Assessment

The scheme design and proposed uses have been developed to align closely with the Council's current Corporate Strategy and the individual objectives contained therein:

Corporate Strategy Objective	Direct Impact of Proposed Scheme
A sustainable environment and a great place to live, work and play	<ul style="list-style-type: none"> • BREEAM Excellent Innovation Centre • Showcase of sustainable built environment technologies
A well-connected and growing District with high-quality homes and infrastructure	<ul style="list-style-type: none"> • Construction supply chain development including SME procurement readiness and opportunities for SME consortia; • Supporting innovation and acceleration of delivery via off-site construction and modular build;
A prosperous District that attracts business growth and provides high-quality employment opportunities	<ul style="list-style-type: none"> • Provide new premises – Innovation Centre • Job creation of 130 new jobs in SELEP • 150 new products in SELEP • Provide business support to 350 SMEs in SELEP
A high performing organisation that delivers excellent value for money	<ul style="list-style-type: none"> • Scheme delivers a positive return on investment in the long-term • Rental income provides a long-term revenue stream and delivers positive effect on annual net general fund income • Generation of business rates • Significant high-quality asset added to Council's portfolio

- 7.1 The Districts Plan for Growth identifies Construction as one of the strongest sectors in the District and one of the key sectors that public sector support should be targeted at. This is particularly the case in construction where a proliferation of small and medium sized firms may lack the capacity and resources to innovate by themselves. Any advances in residential construction methods which speed up the completion of housing will also contribute to the Councils meeting its housing needs as set out in the submission draft Local Plan (2017)
- 7.2 The Overview and Scrutiny Committee have recently completed a review into Employment land and premises in the District, the recommendations of which are being considered by Cabinet in May. The recommendations include to look for new investment opportunities in the District and to be braver in our investments including promoting specialist clusters and providing employment opportunities locally for new inhabitants. It is considered that this project would help the Council to achieve both these recommendations

8 Consultation

- 8.1 The genesis of the scheme design has been a consultative process, with the Project Team meeting monthly since inception, regular liaison on key operational issues with appropriate Council colleagues and regular updates to Management Board, Portfolio Holders and Cabinet.

9 Member Engagement

- 9.1 The project team will maintain engagement with Cabinet and Council at key points in its development. This report sets the framework to enable the key delivery elements and delegations which are required.
- 9.2 To date there has been regular engagement with the relevant portfolio holders through an informal Member working group. This has allowed the project to be developed to this point with a strong steer from key Members.
- 9.3 If this report is approved by Members an application will be submitted for planning permission, as this is a site owned by the Council it will be determined by the Planning Committee. The Committee will consider the application on its planning merits rather than on the basis of any commercial interests that the Council has in the proposed scheme.

10 Programme and Decisions Gateway

- 10.1 The Decision Gateway is attached as Appendix 2.
- 10.2 Subject to Cabinet and Council approval, the tender process will be commenced in June 2018. This submission is dependent upon the following gateways:

10.3 Gateway 1: June 14th 2018

Council sign off of:

- BDC contribution of ERDF bid to be submitted subject to Council approval
- Stage 2 drawings and cost plan and all supporting documents approved by Corporate Director and Cabinet Member for Economic Development and Regeneration;
- Tender documents for upload
- The full tender pack will be completed by the project team. PRP has advised on the timeframes based on statutory requirements in the OJEU legislation, which as a public body, the Council is required to follow.

10.4 Gateway 2: August 2018

Council sign off: of: Pre-Construction Services Agreement (PCSA) subject to Council approval

The time period to conclude negotiations with a contractor from this is approximately 2 months and is expected that a will be signed in early August 2018.

10.5 Gateway 3: October 2018

Council sign off of:

- planning application
- Draft SLA

10.6 Gateway 4: January 2019

Council sign off of:

- The build contract subject to:
 - confirmation that the ERDF bid has been successful
 - an agreed SLA

11 Value for Money

11.1 Demonstrating that the proposed investment provides the Council with value for money is a key objective of the project.

11.2 The total capital contribution from the Council is £1,500,000, with in-kind support of £160,000 through making land available.

11.3 The project has been assessed via the Council's Corporate Investment Evaluation overall score for the proposed investment which can be measured against other alternative investment opportunities. Officer evaluation of this option has produced a weighted score of 5.8.

11.4 The Council's procurement procedures have been adhered to in order to appoint appropriate consultants. The eventual main contractor will be selected through a competitive OJEU process, assessed on the basis of value for money, alongside appropriate quality measures. As the cost consultant, PRP will be required to assess the tender returns and confirm that the successful return is competitive, reflects prevailing market conditions and represents value for money.

12 Communications and PR

12.1 The Council's Communications team are aware that the I-Construct project will need to meet the ESIF Funds Publicity Requirements which include ensuring that all publicity materials and digital communications acknowledge the support given to I-Construct by ERDF and display the logos in accordance with the guidance.

12.2 The I-Construct project programme manager and marketing manager will meet with each Delivery Partner and run through their responsibilities with regard to ERDF publicity requirements as part of the wider project compliance briefing meetings with delivery partners at the start of the project.

13 Summary

13.1 I-Construct is part of the Council's overall strategy to invest in employment sites in the District, in order to stimulate business start-up and growth, deliver high-quality jobs and attract inward investment. Other current and pipeline projects include Witham Enterprise Centre, Osier House Rural Business Hub, Braintree Enterprise Centre Phase 2 and Great Notley Employment site.

13.2 The key benefits to the Council include:

- the design and development of a BREEAM Excellent 629m2 Innovation Centre
- An independent valuation has stated that the market rental value of the whole Innovation Centre excluding service charges and VAT is £61,000 per annum.
- Rebranding of the Braintree Enterprise Centre as an Innovation Park.
- Reconfiguration of Ignite House to increase office space.
- Extensive business support by enhancing the competitiveness of 350 SMEs operating within, or supplying to, the construction industry by:
 - promoting entrepreneurship
 - increasing SME growth capacity
 - National and local SEP targets for sustainable economic growth and housing delivery.
- Outcomes and results will include the creation of 130 new jobs in SELEP and the launch of 150 new products or services to the market.

Appendix 1

Appendix 2

Appendix 3

Risk Plan

Programme Gateways

Investment Appraisal Tool

PROJECT RISK REGISTER I CONSTRUCT

APPENDIX 1

Severity Code	Key: Severity
A	Major impact on project objectives - Unacceptable increases to time, quality or cost objectives (A)
B	Serious impact on project objectives - Likely increases in time, quality or cost objectives (B)
C	Moderate impact on project objectives - Within tolerance increases in time, quality or cost objectives (C)
D	Minimum impact on project objectives – acceptable increases in time, quality or cost objectives (D)

Key: Progress	Current Status
There has been no progress or there are no defined mitigation actions	3
Some progress but it has not been in accordance with the agreed action or behind schedule	2
Progress has been in accordance with the previously agreed direct action	1
Progress completed: RISK CLOSED	0

1. Quantify likelihood and impact of each risk – High, Medium, Low
2. Register automatically assigns severity to each assessed risk from the ‘Look up’ table (A-B-C-D)
4. Identify the control method and or control actions together with key delivery dates
5. Identify the risk owner
6. (Optional) assign cost impact to risk if failure to manage
6. Assign a current status traffic light and progress assessment (0-1-2-3)
7. Update the progress of any actions being undertaken to manage / mitigate the risk.
8. Do not enter any text or values in 'Severity' or 'OPEN/CLOSED' columns - these are automated

Rev	Description	Date	Circulation	Intls.
A	Stage 1	01.11.17	Client & Design Team	BB
B		16.04.18	Client & Design Team	BB
4 rev A				

LOOKUP TABLE			
LIKELIHOOD	IMPACT		
	H	M	L
H	A	B	C
M	A	B	D
L	B	C	D

PROJECT	I Construct
DATE OF LAST REVIEW	16.04.18
RISK REGISTER OWNER	Ben Binns



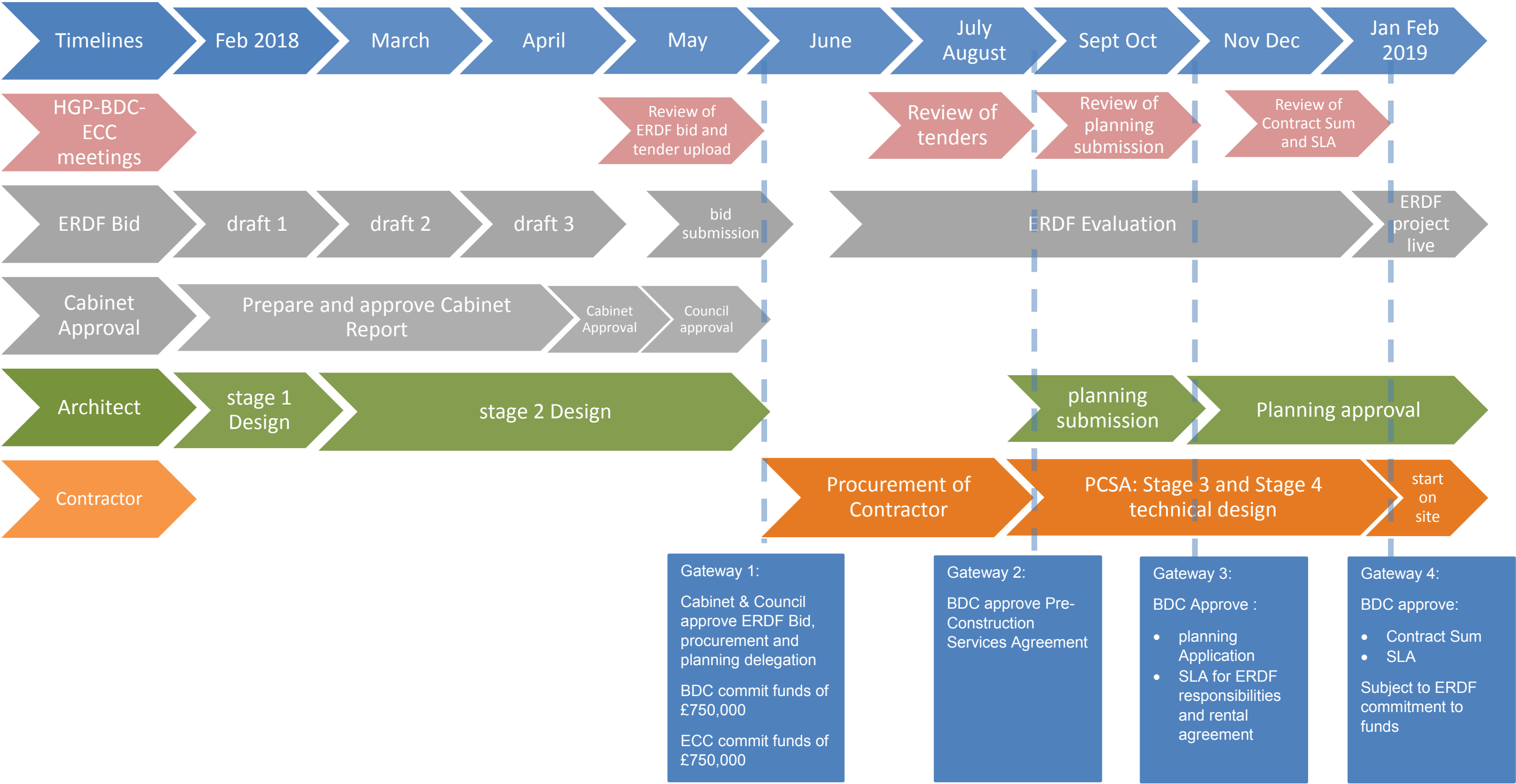
Category Ref.	sub category ref	Category	Risk Identification	Impact or Implication	Likelihood	Impact	Severity	Current Status	Action	Progress	Ownership	OPEN / CLOSED?
1	0	1.0 Project Development	See Below	See Below	See Below	See Below	See Below	See Below	See Below	See Below	See Below	See Below
1	1	1.1 Project Development	Changes in design brief	Delay to programme and abortive work increasing cost	L	L	D	1	Design brief issued	Stage 1 completed. Stage 2 in process.	BDC	CLOSED
1	2	1.2 Project Development	Clarity on brief for innovation centre	Delay to programme and abortive work increasing cost	L	H	B	1	budget clarity required	Stage 1 cost plan provided	BDC	OPEN
1	3	1.3 Project Development	Delay in design team consultants being appointed	Delay to start on site and project completion. Could lead to increased costs.	L	H	B	1	AHR and Potter Raper appointed via AHR for stage 1 vis framework	completed	BDC	CLOSED
2	0	2.0 Legal and Statutory Controls	See Below	See Below	See Below	See Below	See Below	See Below	See Below	See Below	See Below	See Below
2	1	2.1 Legal and Statutory Controls	Planning not granted	Changes to the design required at additional cost and creating a delay.	M	M	B	1	Liaise closely with Planning Case Officer to address Planning matters before submitting planning application.	pre-app to be part of tender brief	BDC	OPEN
2	2	2.2 Legal and Statutory Controls	SLA with HGP on ERDF roles and responsibilities is not agreed	Delay to the programme.	M	H	A	3	Draft SLA to be agreed by October 2018 in Gateway 3	not started	BDC & HGP	OPEN
2	3	2.3 Legal and Statutory Controls	OJEU processes not followed	Could delay programme and/or lead to clawback	L	M	C	2	Liaise closely with procurement to capture and conclude on any design change.	procurement strategy reviewed	ALL	OPEN
3	0	3.0 Construction	See Below	See Below	See Below	See Below	See Below	See Below	See Below	See Below	See Below	See Below
3	1	3.1 Construction	Delays in construction due to design changes	Disruption to programme and late availability of new facilities with increased costs	M	M	B	3	Liaise closely with the design team /client to capture any design change early.	To be carried out throughout the design stages.	Contractor	OPEN
3	2	3.2 Construction	No fault delays, especially inclement weather	Disruption to programme and late availability of new facilities	M	M	B	3	Clerk of Works required on site to monitor progress and report any potential delay that can be foreseen. Suggest weekend working / extended hours to be included in tender.	not started	BDC	OPEN
3	3	3.3 Construction	Delays caused by ERDF tours	site visits could cause delays	M	M	B	3	build into programme and procurement	To be discussed with Contractor prior to commencement on site.	Contractor	OPEN
4	0	4.0 Operational	See Below	See Below	See Below	See Below	See Below	See Below	See Below	See Below	See Below	See Below
4	1	4.1 Operational	Conflict between facilities management of Innovation Centre is not clarified	poor service management and duplication	L	M	C	1	Draft SLA to be agreed by October 2018 in Gateway 3	not started	BDC & HGP	OPEN
4	2	4.2 Operational	ERDF business support for Revenue project does not hit targets and potential risk to BDC	ERDF audit and possible financial clawback from accountable body from HGP/ECC	M	m	B	3	BDC SLA with HGP/ECC will only include ERDF liability for capaital project. Draft to be signed in Gateway 3 and final SLA in Gateway 4.	not started	BDC & HGP	OPEN
4	3	4.3 Operational	Assets to be for approved use only for useful economic life:	ERDF audit and possible financial clawback	M	M	B	2	To ensure that the operation of the Innovation Centre is in line with ERDF compliance requirements. BDC to sign off their commitment to the ERDF bid in Gateway 1 and SLA in Gateway 4.	In process	BDC	OPEN
4	4	4.4 Operational	Disposal of assets	ERDF audit and possible financial clawback	M	M	B	2	To ensure that the operation of the Innovation Centre is in line with ERDF compliance requirements. BDC to sign off their commitment to the ERDF bid in Gateway 1 and SLA in Gateway 4.	In process	BDC	OPEN

PROJECT RISK REGISTER I CONSTRUCT

Braintree District Council

Category Ref.	sub category ref	Category	Risk Identification	Impact or Implication	Likelihood	Impact	Severity	Current Status	Action	Progress	Ownership	OPEN / CLOSED?
5	0	5.0 Comms	See Below	See Below	See Below	See Below	See Below	See Below	See Below	See Below	See Below	See Below
5	1	5.1 Comms	BDC PR does not comply with ERDF Comm rules	Adverse effect on BDC and ERDF financial clawback	L	M	C	3	Ensure that ERDF comms procedures are provided to BDC	not started	BDC & HGP	OPEN
5	2	5.2 Comms	Poor public relations If the project doesn't meet ERDF targets	ERDF financial clawback	M	H	A	1	To ensure that the operation of the Innovation Centre is in line with ERDF compliance requirements. BDC to sign off their commitment to the ERDF bid in Gateway 1 and SLA in Gateway 4.	in process	BDC	OPEN
6	0	6.0 Health & Safety/CDM	See Below	See Below	See Below	See Below	See Below	See Below	See Below	See Below	See Below	See Below
6	1	6.1 Health & Safety/CDM	Failure of Project Team including Contractors Team to perform duties under the Regulations.	Exposing whole team and site workforce to risks associated with construction H&S management.	L	H	B	1	Exposing client to risks associated with construction H&S management.	Ensure that Principal Designer is involved and liaises with the design team/client/contractor.	Contractor	OPEN
6	2	6.2 Health & Safety/CDM	Failure to produce Pre-Construction Information and Designers Risk Assessment, Method Statements/H&S Plan required under the HSE. Leading to F10.	Inadequate H&S Pack. Insufficient time for principal contractor to produce H&S Plan. Delayed start on site.	L	H	B	1	Inadequate H&S Pack. Insufficient time for principal contractor to produce H&S Plan.	Ensure that Principal Designer is involved and liaises with the design team/client/contractor.	ALL	OPEN
7	0	7.0 People	See Below	See Below	See Below	See Below	See Below	See Below	See Below	See Below	See Below	See Below
7	1	7.1 People	Absence due to leave or sickness of key members	Project performance disrupted	L	M	C	1	Discuss project with Line Manager throughout the project to ensure that issues are known for temporary cover.	To be dealt with promptly upon knowing member is sick or on leave	ALL	OPEN
7	2	7.2 People	Change of personnel.	Lack of consistency and disruption to the project.	M	M	B	1	Any change over of personnel must have a thorough handover well in advance of the change.	Notify early when changes to personnel are anticipated	ALL	OPEN
8	0	8.0 Procurement	See Below	See Below	See Below	See Below	See Below	See Below	See Below	See Below	See Below	See Below
8	1	8.1 Procurement	insufficient time allowed to procure contractor and consultant resulting in non OJEU compliance	Programme disrupted, ERDF funds not released	L	M	C	1	consultant and contractor framework proposed; all commissions to be OJEU compliant	in process	BDC	OPEN
9	0	9.0 Financial	See Below	See Below	See Below	See Below	See Below	See Below	See Below	See Below	See Below	See Below
9	1	9.1 Financial	ERDF funding is rejected	Innovation Centre cannot be built	M	H	A	1	Ensure ERDF bid submission is robust. BDC to sign off their commitment to the ERDF bid in Gateway 1 and SLA in Gateway 4.	in process	HGP	OPEN
9	2	9.2 Financial	ECC funding is rejected	Innovation Centre cannot be built	H	H	A	1	ECC asked for commitment. BDC to sign off their commitment to the ERDF bid in Gateway 1.	In process	ECC	OPEN
9	4	9.4 Financial	Budget is not confirmed	VE of project which may impact ERDF funding	M	M	B	1	Monitor cost thoroughly and process for monitoring to be in placed.	Budget to be confirmed by BDC	BDC	OPEN

Appendix 2: Gateways For I-Construct



Investment Evaluation Tool - Template

		I Construct project		
Financial	Cost of implementation	£1500000 is the council's contribution to the project to leverage in £800,000 from ERDF. This funding is from the Business Rate Pool Reserve.		
	Revenue Impact	After the three year ERDF project is completed potential rental income is £61,000 per annum according to independent advice. During the three years of the project, the council will receive a rental income and service charge from the Innovation Centre and the additional offices created in Ignite House due to reconfiguration of approximately £60,000 per annum. A service charge of £35/m2 will also be levied to cover the majority of operational costs which should mean the rental income is net of operational costs. The investment appraisal assumes that the Innovation Centre (£1.3m) and reconfigured element of the Ignite Centre (£0.6m) will generate a capitalised rental value of £1.9 m.		
	Confidence level	Low		
	Score	3		
	Weighting	35%	35%	1.05
Corporate Strategy	Priority	A sustainable environment and a great place to live, work and play Direct Impact: <ul style="list-style-type: none">• BREEAM Excellent Innovation Centre• Showcase of sustainable built environment technologies A well-connected and growing District with high-quality homes and infrastructure Direct Impact: <ul style="list-style-type: none">• Construction supply chain development including SME procurement readiness and opportunities for SME consortia;• Supporting innovation and acceleration of delivery via off-site construction and modular build; A prosperous District that attracts business growth and provides high-quality employment opportunities Direct Impact: <ul style="list-style-type: none">• Provide new premises – Innovation Centre• Job creation of 250 new jobs in SELEP• 170 new products in SELEP• Provide business support to 350 SMEs in SELEP A high performing organisation that delivers excellent value for money Direct Impact: <ul style="list-style-type: none">• Scheme delivers a positive return on investment in the long-term• Rental income provides a long-term revenue stream and delivers positive effect on annual net general fund income• Generation of business rates• Significant high-quality asset added to Council’s portfolio		
	Fit with objectives	Strong		
	Targets/Success measures	Scheme completed new Innovation Centre, Business Support, rental income long term		
	Score	9		
	Weighting	25%	25%	2.25
Impact Assessment	Customer	The project will assist in creating high-quality employment and training opportunities for residents both in the District and beyond. Businesses in the District will benefit from the business support which is essential for delivering the Council's <i>Plan for Growth</i> . The project aims to assist businesses in the local area to innovate, diversify and gain capacity in order to capitalise on the future opportunities in construction, particularly Housing and the Garden Communities. Businesses will be able to benefit from the support in off site construction, robotics and other developments that are taking place in the construction supply chain.		
	Organisational (Staff, governance, members)	Successful delivery of this scheme will have a significant and positive impact on the Council's reputation, stated Corporate Strategy objectives and future income streams. This project will support the Council's <i>Plan for Growth to increase GVA per capita by enhancing Infrastructure, Skills and Business Support working in partnership with work in partnership with bodies such as the Haven Gateway Partnership as well as Essex County Council and SELEP</i>		
	Environmental	The Innovation Centre will be built to BREEAM Excellent standard, in accordance with ERDF requirements.		
	Stakeholder	There is no plan to formally engage with local communities, given the nature of the project. The public have a statutory right to comment on the proposals via the planning process. The Council has engaged extensively with Haven Gateway Partnership and Essex County Council. HGP are undertaking pre marketing activities liaising with business in the supply chain of construction		
	Legal	Agreement of all lease documents, determination of Title and agreement of the eventual construction contract are being undertaken by the Council. All professional team appointments have been made in compliance with the relevant procurement regulations. Selection of the eventual main construction contractor will be via a competitive tender process, compliant with the requirements of the 'Official Journal of the European Union' (OJEU) procurement rules. The main contractor will be engaged on the basis of an appropriate and robust design and build contract to reflect risk and protect the Council's interests.		
	Score	7.5		
	Weighting	20%	20%	1.5
		Identified risks	Mitigation	Likelihood/Impact
Risk	Identified risks	Full assessments have been undertaken to consider both all risks associated with the design, planning and construction phases of the project, together with the Council’s long-term scheme liabilities. A full risk plan is attached. All risks are monitored through the Project Team and reported through the District Growth Officers Group. The risk plan details each risk, its probability, impact and therefore rating, along with responsibility and mitigation. Risks regarding the European Funding have been minimised. The two key risks are: 1) not attracting tenants to the Innovation Centre which will be mitigated through careful design and review of the SLA with HGP to ensure the building is attractive to a wide range of tenants; 2) ERDF do no fund the project. In this case the project has been designed to ensure that gateways are timed to halt the project before a contract sum is agreed. The design costs are covered by an ECC grant which mitigates against the projected aborted costs if ERDF do not fund the project.		
	Score	5		D3 1
	Weighting	20%	20%	

Total Score5.80

**LEADER'S REPORT TO COUNCIL – OVERALL
STRATEGY AND DIRECTION**

Agenda No: 10a

Transport East Meeting – 4th June 2018

I attended the second meeting of Transport East as the representative of all City, Borough and District Councils in Essex.

Following its formal launch in March 2018 Transport East received an encouraging response from the Secretary of State for Transport. In his letter Mr Grayling wrote,

“All STBs provide an excellent opportunity for local areas to collaborate together and speak as one to government as a single collective voice. In view of this I welcome advice from all STBs across the country, regardless of statutory status. As you will be aware Transport for the North (TfN) has recently become the first STB to achieve statutory status. There has also been good progress made in other areas with Midlands Connect, England’s Economic Heartland and Transport for the South East. These STBs are not as progressed as TfN and individually are at different stages of development.

Following the initial launch of “Transport East” in March I look forward to hearing further details of your progress with the STB, in particular the proposed membership and geography of the group and further details of your vision for transport in the area as it emerges. I encourage you to work with my officials here in the Department in taking these matters forward.”

The meeting received a presentation on the Development of a Transport Strategy across the whole of the Eastern region. A copy of the presentation can be viewed at: [http://www.eelga.gov.uk/documents/meetings/transport%20east%20forum/2018-06-04/transport east strategy presentation.pdf](http://www.eelga.gov.uk/documents/meetings/transport%20east%20forum/2018-06-04/transport%20east%20strategy%20presentation.pdf)

Essex Leaders & Chief Executives Meeting – 6th June 2018

The main agenda items for this meeting were:

i. The Essex Fire & Rescue Plan

Jane Gardner presented this item and explained that the PFCC was preparing a Fire and Rescue Plan and that it would be similar in concept to the Police and Crime Plan. The Fire and Rescue Plan was in its early stages of preparation but it was looking at priorities and the changing role of firefighters. The Plan would link to the PFCC Risk Management Plan and also through to the Essex Vision. The following comments were made during discussion:-

- That the Plan needs to be a mechanism to ensure that there is more strategic direction down to the operational firefighter level. There needs to be engagement on the Plan particularly through Community Safety Partnerships;
- The number of false alarms was a concern. It was recognised that these were too high and need to be reduced;
- Further explanation was given on the priority regarding partnership working and how that would be realised in practice;
- There was concern that anticipated reducing funding in the medium term could have an impact on fire stations, the availability of appliances and consequently on response times. Assurance was given that the PFCC has made a commitment that there will be no fire station closures;
- The narrative of the Plan needs to address public service as a whole and not just focus on Fire and Rescue in isolation. There are some large local strategic schemes e.g. the Lower Thames Crossing where engagement is needed across the board;
- A question was asked as to how radical the Plan would be. It was confirmed that the Plan would be ambitious and that further engagement and conversation would help achieve that;

ii. Delivering the Essex Vision

Gavin Jones, Ian Davidson and Fiona Marshall jointly presented an update on the work on the Essex Vision including a brief summary of what the Vision is about, an update on the work to date, and the future actions. It was emphasised that the power of the Leaders and Chief Executives coming together can have a large influence on the future delivery.

The following comments were made during discussion:-

- It was confirmed that there has been political engagement in the development of the Vision.
- Suggestion was made about talking to the Essex Skills Board and also about engaging with the private sector on dealing with mental health issues in the workplace;
- The narrative would be reviewed to make sure that Economic Development was properly addressed;
- It was agreed that the Vision must be for Essex as a whole and that it needed to be ensured that any more local development groups / boards in the North or South of Essex fed into the Vision. When engaging with Central Government, Essex is stronger as a whole;
- Councils can align their own Corporate Plans with the work streams.

iii. Highway Panel Match Funding Offer

Councillor Kevin Bentley advised that he now held the ECC Cabinet responsibility for highways. He recognised that the reputation in relation to highways maintenance was not good in all areas. He committed to increasing communication with local councils including parishes.

Just under £5m has been made available by Essex County Council for highways. Of this £2.5m will go to maintenance which is predominantly potholes. £1.2m is available to

Local Highways Panels if the funding is matched by the local district / borough council. Councillor Bentley also confirmed that he had asked for a full review of Highways Panels to be undertaken to make them less bureaucratic and to standardise their operation and procedures.

Some were critical that local councils had not had earlier engagement on the likelihood of extra funding being available whilst others were pleased that funding was forthcoming whatever the manner of its derivation. Councillor Bentley undertook to take all comments back to the Leader of ECC. All present agreed that if the local council agreed to input match funding that was only on the basis that they had some input into which schemes the money was put to.

Councillor Bentley was also asked to update on a previous offer to devolve some minor highways work to local councils. Councillor Bentley explained that the thinking behind this was that small minor defects could often be dealt with much quicker by a local team than waiting for the County highways team.

Councillor Bentley offered to report back on progress with the Local Highways Panels at a future meeting of Leaders and Chief Executives.

Local Government Association (LGA) Conference – 3rd to 5th July 2018

Together with Councillors Tom Cunningham and David Mann and our Chief Executive, Andy Wright, I attended the LGA Conference at the ICC Birmingham. Amongst the speakers at plenary and fringe sessions were:-

- The Secretary of State, MHCLG – Rt Hon James Brokenshire MP
- Parliamentary Under Secretary of State, DEXIT – Suella Braverman MP
- Parliamentary Under Secretary of State, MHCLG – Rishi Sunak MP
- Shadow Secretary of State for Education – Angela Rayner MP
- Leader of the Liberal Democrats – Sir Vince Cable MP
- Chair, Exiting the European Union Select Committee – Rt Hon Hilary Benn MP

There was strong pressure from Local Authorities on issues such as Adult Social Care, Children's Services, the Planning System and the impact of Brexit on Local Authorities.

Meeting with Priti Patel MP – 6th July 2018

Councillors Mrs Wendy Schmitt, Mrs Lynette Bowers-Flint, Tom Cunningham and I met with Priti Patel MP to discuss matters of common interest. A wide range of issues were covered including, the Local Plan, Infrastructure Improvements, Witham Town Centre, Car Parking and Local Government Finance. The meeting was very constructive and I took the opportunity to point out how important the support of local MPs was in helping the District to grow.

Meeting Greenfields Community Housing – 10th July 2018

Councillor Mrs Lynette Bowers-Flint and I met with the Interim Chief Executive of Greenfields, Ms Pat Brandum and its Finance & Resources Director, David Hall. Ms Brandum updated us on the situation within Greenfields and we had a very open discussion on the challenges facing the organisation. Councillors Mrs Bowers-Flint and I pointed out how important it was for there to be a stronger relationship between the

Council and the largest Landlord in the District. Both sides agreed that we would undertake work to strengthen that relationship.

EELGA European & International Panel – 8th June 2018

Following the meeting I have been asked to chair a taskforce to consider the future of the East of England Office in Brussels.

The East of England has had a presence in Brussels since 1998. The structure, management and financing of the Brussels Office have evolved over time to reflect changes in sub-national governance, political priorities and available funding. In June 2016, the UK voted to leave the EU and it is therefore necessary to review the functions and financing of the Brussels Office.

The Brussels Office is managed by Essex County Council via a Service Level Agreement with the East of England LGA. The East of England LGA will be undertaking a review of their organisation beginning in August 2018, with a report and recommendations to their Assembly in December 2018.

The Brussels Office not only provides support to Local Authorities in East Anglia but also to Businesses and Universities.

District Councils' Network (DCN)

The District Councils' Network (DCN) is a cross-party member led network of 200 district councils. It is a Special Interest Group of the Local Government Association (LGA), and provides a single voice for district councils within the Local Government Association.

District councils in England deliver 86 out of 137 essential local government services to over 22 million people – 40% of the population – and cover 68% of the country by area. As the housing and planning authorities, they approve 90% of all planning applications.

I am delighted to have been invited to join the National Board of the DCN as one of the two members representing second tier authorities across East Anglia.

Councillor Graham Butland
Leader of the Council

Contact:	Councillor Graham Butland
Designation:	Leader of the Council
E-mail:	cllr.gbutland@braintree.gov.uk

**REPORT TO COUNCIL – PORTFOLIO AREA OF
FINANCE AND PERFORMANCE**

Agenda No: 10b

Council Tax and Business Rates:

Tax Collection rates as at end of May 2018

- **Council Tax** collected was 21.5% for May compared to 21.4% for the previous year and the target for the year is 98.3%. Amount collected £18.92 million.
- **Business Rates** collected was 20.4% for May compared to 20.16% for the previous year and the target for the year is 98.6%. Amount collected £8.928 million

The number of dwellings in receipt of 50% council tax premium (empty for two years+) is 205.

The number of dwellings on the council tax system has increased by 322 (0.5%) to 64,475 since October 2017. The change in the number of dwellings, between October 2017 and 2018, will be used in the calculation of the New Homes Bonus for 2019/20.

Budget carry forwards:

Cabinet on 14th May considered and approved a number of requests to carry forward unspent 2017/18 budgets to 2018/19 and also a number of transfers to earmarked reserves. These approvals were incorporated in the draft 2017/18 Accounts.

Closure of 2017/18 Accounts:

Draft accounts were produced by 15th May and were signed off ready for external audit by the Corporate Director on 29th May. Ernst & Young, our external auditors, commenced the main audit of the Accounts on 4th June. The audited 2017/18 Accounts together with the report from the external auditor are due to be received by the Governance Committee on 25th July.

Council Tax – Single Person Discount

A discount of 25% on Council Tax is given to those who are the only person over the age of 18 living at the property. Currently 19,000 people claim the discount across the Braintree District.

Having written to all residents who receive the Single Person Discount asking them to update their details in March, we have now sent out 7,000 single person discount review reminders with a deadline for return of 9th June. Just over 1,500 residents did not respond to the reminder and these are now being individually checked. If no evidence of single

occupation is found then the single person discount will be removed with the full charge applied with effect from 1st April 2018. A letter explaining the reason for the removal of the discount will be sent together with the revised 2018/19 council tax bill.

Council Tax Sharing Agreement

Councillor McKinlay, Essex CC portfolio holder for Finance, Commercial and Traded Services recently called a meeting of all Essex authorities to discuss a new Council Tax sharing agreement, to commence after the current agreement ends on 31st March 2019. As a starting point an initial proposal was made to reduce the share accruing to the districts/ boroughs from the current level of 16% down to 12% phased over a 3-year period. Further meetings will be held up to November when a new agreement is due to be signed.

Medium Term Financial Strategy

Work is in hand to assess options to address the mounting projected shortfall challenges arising principally from rapidly escalating costs of disposal of recyclates and fuel cost rises.

Performance Indicators

As at the end of March 2018, a total of 44 projects have been completed and a further 15 projects are on track.

Thirteen performance indicators have achieved or exceeded target, two have missed target by less than 5% and five have missed target by more than 5%.

The performance indicators missing target by less than 5% relate to the tonnage of household waste not recycled and the number of affordable homes delivered.

The performance indicators that have missed target by more than 5% include other elements of recycling, the number of visits to our Leisure facilities, and the number of passenger journeys on the community transport scheme.

Summary Financial Position for the year ended 31st March 2018

There was an overall positive variance for the year of £782,000 (5.4%) against budget. Income was overachieved by £492,000; with an overall underspend of £290,000 on Staffing and Other Expenditure. This represents an increase in the overall positive variance from that reported at Quarter 3 of £552,000, mainly as a result of changes in the final position on Staffing and Other Expenditure. A number of the variances were highlighted during the year and, as they were expected to be on-going, were included in the base budget approved for 2018/19.

Councillor David Bebb
Cabinet Member for Finance and Performance

Contact:	Cllr David Bebb
Designation:	Cabinet Member for Finance & Performance
E-mail:	Cllr.dbebb@braintree.gov.uk

**REPORT TO COUNCIL – PORTFOLIO AREA OF
PLANNING AND HOUSING**

Agenda No: 10c

INFRASTRUCTURE

A120

The Road Investment Strategy 2 (RIS2) consultation was held at the beginning of 2018 (January/February). I attended an event with Officers on 8th June 2018 where Essex County Council announced Option D as its favoured route option for an upgraded A120 between Braintree and the A12. Once the favoured route option decision clears the statutory call-in period, it will be recommended to Highways England and the Department for Transport for inclusion in the RIS2, which is the next funding period for the strategic road network.

Option D's alignment, if progressed by Highways England, would run from Galleys Corner at Cressing to a junction with the A12 to the south of Kelvedon. If the A120 is included in RIS2, it is expected to be announced in 2019. If successful, this would likely be followed by a Preferred Route Announcement.

Provided that the scheme progresses as planned, it is anticipated that construction could commence in 2023 with the road ready for use around 2026.

Essex County Council A131 Update

The project is for the delivery of a package of schemes to improve safety and reduce delays along the A131 corridor from Braintree to the Suffolk border, just south of Sudbury.

Braintree is undergoing significant growth and there is the potential for exponential growth with the adoption of a new garden community to the west of Braintree. The A131, leaving the north of Braintree, also provides an essential commercial link, via the A1017, onto the A14 and the M11.

Similarly, there are significant growth plans for Sudbury, which, together with developments in Halstead halfway between the two destinations, will put increased pressure on the capacity and performance of this corridor.

The Route Based Strategy (RBS) developed for the Braintree to Sudbury corridor highlighted the following transport-related problems along the corridor:-

- Congestion
- Reliability
- Junction Capacity
- Link Capacity
- Safety; and
- Sustainable Transport

The schemes include:-

- Marks Farm – widening of all four entry flares, introduction of a left turn slip from the A120 heading south and general improvements to the roundabout;
- Broad Road – improving entry flare from Broad Road and realignment to improve traffic flow;
- High Garrett junction with A1017 – major improvements to layout, changes to signals, relocated and improved crossings and pedestrian facilities; and
- Plaistow Green and Bulmer Tye – safety improvements, including improved signage and non-slip surfacing.

The delivery of the interventions is set to achieve the following six outcomes:-

- Improve journey times and reliability for all vehicles;
- Improve safety, especially for cyclists and pedestrians;
- Improve sustainable transport;
- Support the completion of at least 1,550 new homes;
- Support economic growth and businesses; and
- Provide for incremental jobs associated with the new development.

The Local Growth Fund (LGF) monies for the A131 RBS are for 2018/19 and 2019/20 with Essex County Council funding in 2019/20 and 2020/21. ECC is currently looking at the programme and considering what may be sensible build profile throughout that time period.

PLANNING POLICY

As Members will be aware, the Council has received two letters from the Planning Inspectorate regarding the examination of the Shared Strategic Part 1 Local Plan.

Firstly the independent examiner has concluded positively on a number of issues including Braintree's overall housing and employment targets set out in the Plan, our discharge of the Duty to Co-operate and our fulfilment of legal requirements. However the Inspector has also asked for more work to be carried out on the Garden Communities, in particular in relation to long term strategic transport (including the A12 route, A120 funding and the rapid transit system), the financial viability assessment and the Sustainability Appraisal which looks at the impacts of the proposed growth scenario and its alternatives. The three Councils, together with Essex County Council as a key partner, are currently considering the Inspector's letter and the three options which have been put forward by the Inspector to take the Plan forward. Members will be informed of the proposed way forward and the timetable for that work in due course, but all options will mean a delay in Local Plan adoption dates from where we had anticipated.

A European Court Judgement on the methodology of Habitats Regulation Assessments has meant every Plan in the Country to reassess how this has been carried out. The examiners of both the Local Plan and the Hatfield Peverel Neighbourhood Plan have asked for our comments on this area. Separately the further consultation on the Hatfield Peverel Local Plan has been completed. A small number of comments have been received and these have been sent to the examiner.

DEVELOPMENT MANAGEMENT

The service is monitoring applications granted for new dwellings on a quarterly basis. The most up to date figures relate to Quarter 4 in 2017/18 (January to March 2018). During that quarter, planning permissions were granted for a total of 512 dwellings of which 114 would be affordable dwellings. The figures for the full year, 2017/18, are 2,312 dwellings granted permission of which 693 would be affordable dwellings.

A verbal update on the 2018/19 Quarter 1 position on the numbers of dwellings granted permission will be provided at the meeting.

HOUSING

Affordable Housing Development Programme

There have been 63 new affordable homes completed and let during the first 3 months of the financial year. The homes are in Halstead, Kelvedon, Black Notley and Witham and are owned by 3 Housing Associations: Greenfields, Colne Housing and CHP. We are expecting around 130 new homes to be completed during this financial year.

The first quarter starts have included 96 affordable homes on sites in Cressing and Witham.

New Homelessness Strategy 2018-2023

We are consulting on our new draft Homelessness Strategy, which is published on the Council's website. The consultation includes opportunities for people and organisations to give us feedback on our approach to homelessness. All Members will have received an invitation to two briefing sessions for stakeholders in July 2018 and the consultation closes on 3rd August 2018. The final Strategy will be presented to the Cabinet in September 2018.

Homelessness Reduction Act

The new Act came into force in April 2018. By the end of June 2018, the Housing Options Team had dealt with more than 300 households who approached us for assistance because they were homeless or threatened with homelessness. This is similar to the demand for the service during the same period in 2017 but the new Act requires a significantly more detailed and time-consuming approach to each case.

Councillor Mrs Lynette Bowers-Flint
Cabinet Member for Planning and Housing

Contact:	Councillor Mrs Lynette Bowers-Flint
Designation:	Cabinet Member for Planning and Housing
E-mail:	cllr.lbowers-flint@braintree.gov.uk

**REPORT TO COUNCIL – PORTFOLIO AREA OF
ECONOMIC DEVELOPMENT**

Agenda No: 10d

Enterprise Centres

Braintree Enterprise Centre Phase 2

Construction is progressing well and completion and handover of the four commercial grow-on units and associated car parking is now scheduled for the middle of August 2018, due to a delay with UKPN.

Regeneration – Town Centres

Manor Street, Braintree

The full business case was approved at Council on 4th June 2018. The revised pre-planning programme is as follows:-

- Planning submission – July 2018
- Commence procurement – July 2018
- Let contract – February 2019
- Construction start – March 2019
- Scheme completion – March 2021

Town Centres

As part of this update I thought it would be appropriate to take you through some of the detail of how we have been working through those projects and the next steps.

- **Halstead Town Centre**

Officers have been working with the Town Council and Ward Members to arrange regular meetings to discuss ways for the District Council to assist the Town Council on economic development matters. So far this has included the promotion of town events to a wider audience and what possibilities there may be to enhance the Halstead Market. The next meeting is in late August 2018.

The Council has been working with stakeholders to plan physical improvements to Halstead Town Centre. The scope of works is relatively limited due to the traffic flow through the High Street, but a scheme to improve pedestrian wayfinding and other minor improvements has been drawn up and is subject to consultation with the Highways Authority.

Once Highways Authority approval in principle is given that work can progress to the detailed design and costing stages.

- **Witham Town Centre**

Following a recommendation by independent consultants, the Council has been working on a project to create a new market square in Witham and close parts

of Guithaven Street to traffic. Detailed survey work, legal considerations and traffic reports were commissioned and completed. Unfortunately the results found both legal constraints and traffic implications which meant the scheme is not able to progress.

The Council will now be considering how it can work alongside the proposed improvements to Newlands Precinct including looking at the Newlands Street car park.

The Council is also working on plans to bring some of the most popular traders from the Braintree Street Market to Witham in September as a Witham Street Market and use that as a starting point to revitalise the town's Saturday Market.

- **Braintree Town Centre**

Following the creation of a vision for Braintree Town Centre in the Autumn of 2017, we created a Town Centre Partnership to implement the vision and deliver actions. In May 2018 an Independent Chair was unanimously voted in and our economic development aspirations are now being taken forwards with a range of objectives for 2018. Key objectives for this year are to start revitalising the market, to conclude on the pros and cons of pedestrianising the High Street, to conduct a number of events in the town and to establish a baseline of High Street performance data. Our efforts to revitalise the market are going better than we hoped and we look forward to sharing this knowledge with Witham and potentially Halstead in the near future.

Tourism

On 14th May 2018 Cabinet responded to the Task and Finish Group report on Tourism Potential in the Braintree District where recommendations 1-6 of the 7 were approved for delivery. Officers are now working on an action plan to fulfil these recommendations. A tourism workshop was held with stakeholders on 2nd July 2018 to shape a Tourism Plan for the District.

Business Engagement

Our first business pop-up café was launched on 22nd May 2018, where 18 registered businesses were able to seek advice and support from funding, finance, marketing and commercial services experts. A Rural Business Tour was conducted on 18th and 25th May 2018, visiting 8 businesses across the District varying in size, sector and turnover, with the aim to learn more about the businesses in the District and to provide bespoke business support for economic growth. Referrals to relevant support on Intellectual Property advice, funding, exporting to international markets and mentoring have been made.

A funding drop-in clinic has been scheduled for 18th July 2018 to promote the South East Business Boost fund, with up to £10,000 of funding available for business growth, through our partners at the BEST Growth Hub. We have established a partnership with The Consortium, a collaboration of the leading business experts who have previously delivered the Essex Innovation Programme at Essex County Council and have a proven track record in delivering an economic return of £27 for every £1 invested. They are providing 12 hours free mentoring support for business growth to Braintree District businesses and have successfully arranged their first session with one of our key

sector leads this month. A target of 20 business referrals has been agreed to explore support opportunities in the District.

Broadband

The proposal to invest £356,000 for the Superfast Broadband Phase 4a was agreed at Cabinet and Full Council. The contract has now been signed and exchanged with Essex County Council and the provider. Superfast Essex will share the areas included in this phase of delivery on the online interactive rollout map in July/August 2018 which will deliver coverage to an additional 1,668 premises in the District. The final phase of funding on superfast Essex, Phase 4b, is expected to begin procurement in July 2018.

Skills

Our relationship with secondary schools across the District continues to strengthen. Working collaboratively across the Braintree Information, Advice and Guidance Cluster Group officers are assisting with the organisation of the Braintree District Careers Fair. The event will showcase post-16 localised learning and employment opportunities, including apprenticeship, to over 1,000 Year 11 students.

Councillor Tom Cunningham
Cabinet Member for Economic Development

Contact:	Councillor Tom Cunningham
Designation:	Cabinet Member for Economic Development
E-mail:	cllr.tcunningham@braintree.gov.uk

**REPORT TO COUNCIL – PORTFOLIO AREA OF
CORPORATE SERVICES AND ASSET MANAGEMENT**

Agenda No: 10e

GOVERNANCE SERVICE

Work continues in support of the North Essex Garden Communities Limited, working in partnership with colleagues at Colchester Borough Council, Tendring District Council and Essex County Council.

The Service is heavily engaged in supporting the delivery of the Council's strategic growth projects, including those recently approved by Cabinet and Council as well as the evolving projects which are being developed.

BUSINESS SOLUTIONS

ICT and Digital

Significant work continues on implementing the Digital Strategy projects for 2018/19 including:

- Customer on-line booking systems,
- On-line payment system,
- Business Continuity/Disaster Recovery procedures,
- Improved on-line services for staff including collaboration on-line and enhancements to the phone system.
- The video-conferencing facility is now in place with the kit (screen, camera, control and microphones) installed on a portable frame.

Cyber Security

Cyber security and the awareness of changing threats continues to be a top priority for the ICT Team. Cyber Security covers a wide range of products and processes within the Council including:

- Documentation: All ICT security and usage procedures are under revision for re-release.
- MetaCompliance: a number of meta-compliance exercises have been run within the Council since September 2017 and will be continued.
- Patching: A regular schedule has been put in place for all servers and desktops to ensure that the systems are kept up to date.

ASSET MANAGEMENT

Asset Management continued to be very active during the past month, and have made significant progress with many investments that form part of our overall investment strategy and recent approved schemes are all on track.

Premdor Business Hub (Osier House)

As previously reported the construction of Osier House has been completed, but last minute transfer issues are being agreed before transfer to the Council's ownership can take place.

Braintree Enterprise Centre

Asset Management has taken over the responsibility of the Braintree Enterprise Centre from Ignite Business Enterprise Limited from the 1st May 2018. Asset Management is undertaking the day to day management of this facility. The Team are now marketing any vacant units and have already re-let four to new tenants. Plus marketing of the new "Grow On" units has commenced ahead of their construction being completed later this summer.

COMMUNICATIONS AND MARKETING

Due to increased commercial activity, the Marketing Team has been busy with a significant increase in press releases and social media campaigns across the full range of the Council's activities including:

- **Local Plan** PR and comms around Planning Inspectors letter
- **Town Centres** Manor Street comms continues around the planning application, communication regarding how residents can contribute to the planning process , Hotel announcement, and Manor Street branding
- **Street Markets** Creation of Braintree Street Market Instagram account following its success. Continue to build audience/following.
- **Contact magazine** Preparing content ready to publish in August

Customer Satisfaction Survey Results

The results of the Customer Satisfaction Survey 2017-18 were published in June 2018. The survey is to enable the Council to monitor Customer Satisfaction levels and to gain valuable feedback from the residents of the District. The results showed that still a high percentage of respondents were Very or Fairly Satisfied in the responses to the four primary questions: Place to live, How the Council run things, Value for money and How well informed they felt. Although there was a slight reduction in all except the Value for Money question that remained the same, the Council are still performing better on all measures when compared to the National average. Further analysis is underway to understand the reasons for the slight drop in levels of satisfaction.

Councillor John McKee
Cabinet Member for Corporate Services and Asset Management

Contact:	Councillor John McKee
Designation:	Cabinet Member for Corporate Services and Asset Management
E-mail:	cllr.jmckee@braintree.gov.uk

**REPORT TO COUNCIL – PORTFOLIO AREA OF
ENVIRONMENT AND PLACE**

Agenda Item: 10f

WASTE MANAGEMENT

Waste Minimisation

The Council is working in partnership with Essex County Council and the University of Essex on a project to develop best practice for minimising preventing waste. A joint workshop was held in Braintree in May 2018 to analyse information from focus groups and literature and develop interventions aimed at reducing the overall amount of waste generated by households. This will start with an advisory campaign from September 2018 through to January 2019, with a stepped approach to reducing waste in accordance with the principles of the waste hierarchy i.e. waste prevention, re-use and recycling. The results will be used to help plan future interventions aimed at minimising waste and will be shared with other Local Authorities in Essex and beyond.

The Recycling Team attended the “Environment Day” in George Yard, Braintree, on Saturday, 16th June 2018, together with our recycling contractor Viridor, to talk to residents about ways to reduce waste and switch to reusable products.

Recycling Promotions

The Recycling Team regularly receives invites from groups of residents, schools and voluntary organisations to give talks about waste minimisation and recycling. The Team has recently met with members of the Co-Operative, Girl Guides, Braintree Access Groups and residents from Lakes Meadow, Halstead (over 55 residential development).

Compost Give-Away

On 8th May 2018 the Recycling Team and three volunteer “Waste Busters” attended a Compost Giveaway event organised by Essex County Council at Great Notley Country Park. 68 people visited on the day and were pleased with the initiative and with the quality of the compost. Our respective organisation’s websites, Facebook, and the Braintree and Witham Times were listed as the most popular sources of information about the event.

Car Parks

On 22nd May 2018, the NEPP installed a ‘contactless’ payment ticket machine at our White Horse Lane car park in Witham which our Finance Team have been testing for transactions. Once this has been done, the upgrade will be rolled out to enable contactless payment at all our ticket machines by the end of July 2018 for tariffs where

the charge is 50p and above. The upgraded machines will still be able to take coins and card payments.

STREET SCENE AND PARKS

Street Cleansing

Work has commenced in earnest in preparation for the Halstead In Bloom competition, for which judging takes place on 13 July 2018. As the Public Gardens has won the 'best park' in its category for two years running, it cannot be entered in this category again this year. However, it still has the opportunity to win a gold certificate. For the first time, we have entered Halstead Cemetery to gauge the current standard, albeit we are not undertaking any specific works in advance of the judging.

Parks & Open Spaces

Consultation is taking place with residents in the Brendon Close, Highfields and Stansted Road areas of Halstead to provide a new small play area at a cost of £12,000 funding from developer contributions.

Three companies have been invited to submit designs for outdoor gyms to be installed at Meadowside, Braintree and Spa Road, Witham, to replace the existing outdated equipment (a sum of £60,000 has been set aside). The successful company will be engaged to install the equipment at each site in early Autumn.

Incidents of vandalism have occurred at two sites:-

1. The wooden outdoor gym at John Ray Walk, Braintree, was partly destroyed by fire at the end of May 2018. Officers are looking into replacing the equipment.
2. The board walk in Glebe Wood, Braintree, (a raised wooden path to avoid wet, boggy areas) has been vandalised and requires extensive repairs which are expected to cost in the region of £2,500.

Street Scene Enforcement

Enforcement officers have been kept busy dealing with a number of criminal offences which have resulted in successful prosecutions a selection of which follows:-

- A resident of Storrington, West Sussex, was convicted for transporting controlled waste without authorisation from the Environment Agency contrary to Section 1 of the Control of Pollution (Amendment) Act 1989 and fined £660 and ordered to pay costs of £327.
- A resident of Great Totham was convicted for Duty of Care waste offences in White Notley contrary to Section 34 Environmental Protection Act 1990. They were fined £187 and ordered to pay costs of £717.
- A woman from Halstead was convicted of owning a dog that was dangerously out of control contrary to The Dogs Act 1871. This is a civil matter and no fine is applicable. However, a Control Order was made on the dog and the owner was ordered to pay costs of £868.
- A Braintree woman was convicted of fly tipping contrary to Section 33 Environmental Protection Act 1990. She was fined £150 and ordered to pay costs of £250.

- A man from Tilbury was convicted for fly tipping and associated offences contrary to Sections 33 and 34 of the Environmental Protection Act 1990 and Section 1 of the Control of Pollution (Amendment) Act 1989. He was given a 12 month Community Order, ordered to undertake 200 hours unpaid work, pay costs of £3243.50 and was banned from driving for 6 months. The man is appealing this conviction in the Crown Court.
- A Braintree couple were convicted for breaching a Community Protection Notice for accumulations of dog faeces and waste contrary to Section 58 of the Anti-social Behaviour, Crime and Policing Act 2014. Each was fined £960 and ordered to pay costs of £575.50.
- On 14th June 2018 Officers executed a warrant under Section 51 of the Anti-social Behaviour, Crime and Policing Act 2014 on an address in Silver End, to seize a stereo and speakers after numerous breaches of a notice served for noise nuisance. Legal action is being taken and the defendant upon conviction could be fined up to £2,500 per breach and risk confiscation of the equipment.

Other actions

- Collected 22 stray dogs.
- Inspected 36 reports of abandoned vehicles.
- Actioned 209 complaints/offences.
- Issued 29 written warnings under the Anti-social Behaviour, Crime and Policing Act 2014.
- Issued 18 Notices enforceable through the Courts.
- Issued 9 Fixed Penalty Notices.

COMMUNITY SAFETY

I have had the honour of being elected Chairman of the Braintree District Community Safety Partnership.

I have also had the honour of being elected as Chairman of The Essex Police, Fire and Crime Panel. At that meeting The Panel confirmed the appointment of Deputy Chief Constable B J Harrington to the post of Chief Constable on the retirement of Stephen Kavanagh.

The Panel also confirmed the appointment of Ms Philippa Brent-Isherwood to the position of Chief Executive and Monitoring Officer to the Office of the Police Fire and Crime Commissioner for Essex.

I attended a public meeting in Witham at which the Police Commissioner, Assistant Chief Constable, the District Commander, Priti Patel MP, and others discussed policing matters.



LANDSCAPES AND COUNTRYSIDE

This seat has been installed in the Hoppit Mead Nature Reserve, it was made in the Orwell Mencap workshop in Ipswich.



MILITARY COVENANT

Sam Jenkins and I attended a working breakfast at Merville Barracks, hosted by 16th Brigade Parachute Regiment. The aim of the morning was to encourage close working with industry, Councils and the Military. We are looking at ways in which the Council may participate.

Councillor Mrs Wendy Schmitt
Cabinet Member – Environment and Place

Contact:	Councillor Mrs Wendy Schmitt
Designation:	Cabinet Member for Environment and Place
E-mail:	cllr.wschmitt@braintree.gov.uk

REPORT TO COUNCIL – PORTFOLIO AREA OF HEALTH AND COMMUNITIES

Agenda No: 10g

HEALTH AND LEISURE

Draft Joint Health and Wellbeing Strategy for Essex Action Plan

The draft Joint Health and Wellbeing Strategy (JHWS) for Essex is intended to set ‘a *small number of key strategic priorities for action*’, where there is an opportunity for partners working through the Health and Wellbeing Board to ‘*have a real impact*’ through local initiatives and action and leading to an improvement in health and wellbeing outcomes and a reduction in health inequalities.

The JHWS is jointly owned by partners through the Essex Health and Wellbeing Board, the District, Borough and City Councils’ HWB Partnership Boards, the Police and Crime Commissioner, Safeguarding Boards and the voluntary and community sector.

The purpose of the strategy is to share a vision for health and wellbeing in Essex. It sets out key countywide strategic priorities, which address four areas of focus:-

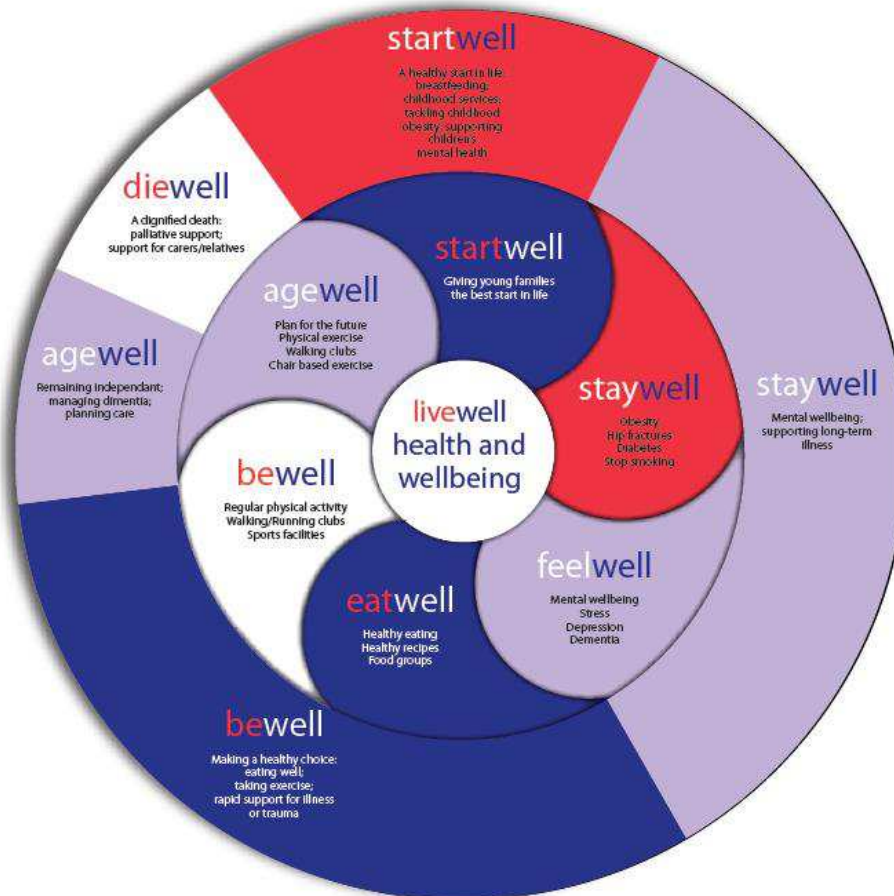
- Improving mental health and wellbeing;
- Addressing obesity, improving diet and increasing physical activity;
- Influencing conditions and behaviours linked to health inequalities;
- Enabling and supporting people with long-term conditions and disabilities.

The Council is working with Essex to help inform the draft strategy and its associated action plan.

New Livewell Theme – Diewell

A number of Members have questioned whether end of life planning should be included within the Livewell campaign. This is in fact included in the Clinical Commissioning Group’s Livewell themes. Braintree District Council’s Livewell themes relate to the health and wellbeing of the individual whereas the Mid Essex CCG themes are based on the five stages of life, the last being end of life. They have called this theme Diewell where they want to help local people talk more openly about dying, death and bereavement, helping them also make choices about the end of life and experience a dignified death. Further information is available on the following link:-

<https://midessexccg.nhs.uk/livewell/diewell>



CHAPS

CHAPS is a registered charity which aims to raise awareness and support the development of new health services directly targeted at men's needs to enable them to take care of their own health and wellbeing. The focus in this initiative is to raise awareness, encourage early detection and provide screening for our commonest causes of male premature death: cardiovascular disease, lung and prostate cancer.

A local working group has been established to develop this initiative in the Braintree District. Cllr Andrew Hensman has been involved in setting up local screening events and further information can be found on the following link:-

<https://www.community360.org.uk/event/chaps-free-mens-health-checks/>

ACE Lifestyle 'My Weight Matters' Programme in association with Fusion Lifestyle

Fusion was approached by ACE Lifestyle to host 'My Weight Matters' sessions at our leisure centres. ACE Lifestyle is part of Anglian Community Enterprise (ACE) Community Interest Company and is an award winning provider of Health & Wellbeing services.

'My Weight Matters' is a self-referral service which has helped thousands of adults to lose weight, increase their fitness and enjoy a healthier relationship with food. The 12 week programme offers clients an opportunity to discuss their own personal needs on a one-to-one basis with a health professional.

Fusion was keen to be involved in this programme and agreed to provide rooms at Braintree Sport and Health Club, Halstead Leisure Centre and Witham Leisure Centre. ACE has provided training to staff in each of these centres to host the programme and sessions started rolling out across our sites in the first week of June 2018.

Fusion has also been able to provide a concessionary membership offer for any client attending who wishes to start taking part in regular physical activity.

The initial launch of the scheme has been successful with over 60 residents attending the sessions.

3030 Challenge

The 3030 Challenge took place throughout the whole of June 2018 to encourage people to become more active. This is part of a campaign run by Active Essex which is aiming to get 1,000,000 inactive residents active by the year 2021. Various members of staff and Members are participating in the challenge and below is a photograph of Councillors Vanessa Santomauro (Chairman), Frankie Ricci and Tom Cunningham and Corporate Director Cherie Root enjoying the Great Notley park run recently.

Further information can be found on the following link:- <https://www.3030essex.com/>.



SHARE Museum East Volunteer Awards 2018

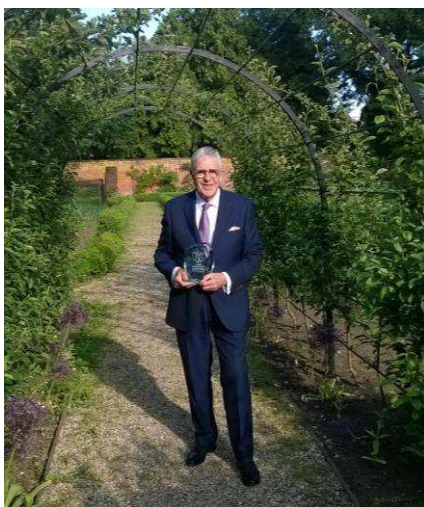
The Braintree Museum Trust was very successful at the recent SHARE Museum East Volunteer Awards.

Several members of staff were nominated for various awards but the overall winner for the Trustee Award was Trustee Chairman and District Councillor, Cllr John McKee.

Other nominees included Colchester & Ipswich Museums; Ickworth House; Imperial War Museum; Museum of East Anglian Life; Norwich Castle; Peterborough Museum; Epping Forest District Museum and St. Albans Museums it is an achievement of which

the Trust should be proud.

These achievements, when benchmarked to the museums mentioned above, are a positive indication of the future success of the Braintree Museum Trust following the transfer of the service from the Council.



Town Hall

As part of the ongoing structural and cosmetic improvements to attract increased usage of the Town Hall, the first floor toilets are currently being refurbished improving availability and accessibility for users of the venue.

In May 2018 we celebrated the 90th birthday of the Town Hall with two events, one of which invited residents celebrating their 90th birthday in 2018 to attend a special event. Julien Courtauld gave a talk on the history of Braintree followed by a screening of the opening of the Town Hall in 1928 to around 60 attendees. Tickets were also available for local residents to purchase for a three-course commemorative lunch.



“90 year Old Dot Cook talking with BBC Essex Breakfast show reporters Ben Fryer and Sonia Watson at the Town Hall 90th Birthday celebration “

Bocking Windmill

Capital funding for painting and refurbishment of the outside of Bocking Windmill has been approved with the works due to start in Spring 2019. The professional millwright will undertake the work and will liaise with the volunteers who open the mill as the Friends of Bocking Windmill. A number of volunteers are also being trained in health and safety and first aid.

COMMUNITY SERVICES

Braintree District Volunteer Awards

There were 93 nominations received this year from across the District across seven categories. The judging panel, made up from representatives of the Council, Community360 and Braintree College, selected a winner and highly commended from each category. The awards evening was a fantastic event with 60-70 people in attendance and showcased once again the breadth of volunteering across the District. The awards have received positive feedback not only from those that won but from people that had been nominated.



Community360 and CAB (Citizens Advice Bureau)

We will be re-negotiating partnership agreements with both organisations for 2019/20 and are currently working with Essex County Council to streamline the performance monitoring process to reduce duplication and improve clarity in relation to priorities.

Maltings Lane Community Facility

Funding has been secured through a number of Section 106 agreements towards a new multi-use community facility on the new Maltings Lane development at Witham. RPT Consultancy has been appointed to carry out community consultation and stakeholder engagement in order to determine their needs and requirements. This will take place in September 2018 following the end of the school holidays.

Social Isolation and Loneliness

Halstead Connected

The report from the Young Foundation focussed on tackling social isolation and loneliness in Halstead has been received and an action plan is being developed with partners from the recommendations made.

Task & Finish Group

I am pleased that Social Isolation and Loneliness has been identified for a Task and Finish Group as it is an extensive subject which we look forward to hearing more about

from the Group.

Essex Loneliness & Social Isolation Forum

Essex County Council has begun an ambitious programme to galvanise partners and local communities to help support those who are socially isolated. Work is underway to develop a clearer pathway to identify, engage, signpost and support people or restore social networks. This work will benefit the various projects and activities already planned in our District.

Essex Child & Families Wellbeing Service

We are working with this service to introduce social gatherings within children's centre settings for parents of children about to start school. Local intelligence suggests that this can be a lonely and isolating time for parents, particularly if the school is not in the area they live in, if they are new to the area or are new to being a parent of a school age child. We are also looking at other opportunities for encouraging parents to form relationships within both the school environment and/or the area they live.

Dementia

Dementia Cinema sessions have begun at the Halstead Empire, showing Paddington 2 with 54 in attendance and at the Archer Centre showing Summer Holiday with 9 in attendance. The aim is for these to take place on a regular basis.

The tea dances will be moving to the Archer Centre from the Town Hall in order to improve disabled access from the end of July 2018 and will continue to take place on a monthly basis.

Councillors Community Grant

So far in 2018/19 twelve grants have been awarded. Members may wish to start actively engaging with their communities to identify groups that they may not be aware of and potential projects and initiatives to fund.

Councillor Peter Tattersley
Cabinet Member for Health and Communities

Contact:	Councillor Peter Tattersley
Designation:	Cabinet Member for Health and Communities
E-mail:	cllr.ptattersley@braintree.gov.uk

List of Public Meetings Held Since Last Council Meeting		Agenda No:11
Portfolio: Not applicable Corporate Outcome: Not applicable Report presented by: Not applicable Report prepared by: Chloe Glock, Governance Business Officer		
Background Papers:		Public Report
Published Minutes of the meetings listed within the report below.		Key Decision: No
Executive Summary: <p>Since the last Council meeting held on 4th June 2018, the following Minutes have been published for meetings held in public session:</p> <ul style="list-style-type: none"> (1) Overview and Scrutiny Committee – 6th June 2018 (2) Community Governance Review – 12th June 2018 (3) Planning Committee – 19th June 2018 (4) Planning Committee – 3rd July 2018 (5) *Cabinet – 9th July 2018 (6) *Overview and Scrutiny Committee – 11th July 2018 <p>*Those minutes identified by the prefix * were not available at the time of publishing the Agenda, but are intended to be available to view on the Council's website prior to meeting.</p>		
Recommended Decision: <p>Members are invited to note the Minutes published.</p>		
Purpose of Decision: <p>Not applicable.</p>		

Any Corporate implications in relation to the following should be explained in detail.

Financial:	Not applicable
Legal:	Not applicable
Safeguarding:	Not applicable
Equalities/Diversity:	Not applicable
Customer Impact:	Not applicable
Environment and Climate Change:	Not applicable
Consultation/Community Engagement:	Not applicable
Risks:	Not applicable
Officer Contact:	Chloe Glock
Designation:	Governance Business Officer
Ext. No:	2615
E-mail:	chloe.glock@braintree.gov.uk